



## Accountant

- **Vacancy for:** Few
- **Posted on:** July 1, 2017
- **Deadline:** April 3, 2017, midnight

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : None  
Job Location : maharajgunj  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Knowledge of Tally/FACT accounting software
  - Strong in interpersonal skills
  - Good spoken and written English and Nepali
  - Computer literate in Microsoft Word and Excel and a working knowledge of email and internet systems
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### Job Description

- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents
- Prepare Journal Vouchers / Trail Balance / Income Statements and Balance Sheets.
- Ability to handle accounting transaction independently
- Complete knowledge about Tax, Vat all other office accounting system, may apply.

**Apply within 7 days of publishing of this notice.**

#### TO APPLY,

Please send us your updated CV at **Email:** [career@millsberry.edu.np](mailto:career@millsberry.edu.np)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/accountant-25/>

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