



Accountant

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 14, 2016, midnight

Basic Job Information

Job Category : Accounting / Finance
Job Level : senior
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Should have good knowledge of accounting software
 - Must have Knowledge of government taxes & VAT
 - Ability to meet communicated schedules and deadlines
 - Should have ethical values.
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Job Description

Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.

Specific Functions/Essential Duties

- Preparation of accounting vouchers, verify and entries
- Ability to handle/reconciliation accounting transaction
- Must have good coordination skill
- Must have sound knowledge of MS office
- Maintain and monitor the filing system of accounting documents
- Preparation of accounting reports as required
- Other duties and responsibility assigned by seniors

TO APPLY:

Interested candidates are requested to send their updated resume to vacancy@airtech.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/accountant-42/>

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