



Accountant

- **Vacancy for:** 2
- **Posted on:** Oct. 11, 2017
- **Deadline:** Nov. 2, 2017, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Employment Type : Full Time
Job Location : Biratnagar/Narayanghat, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years
Professional Skill Required : Accounting Software, MS Excel, Tally Accounting Software

Other Specification

- Should have completed Bachelors of Management (BBS/BBA/BBM)
 - Should have better knowledge of accounting software and excel
 - Good grips on VAT, Income Tax, Excise & Custom Act
 - Willing to travel in multiple location as required
 - Sincere and punctual
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Job Description

- Handle all transactions related to accounts
- Document financial transactions by entering account information
- Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Bank and Party reconciliation
- Compute taxes owed and prepare tax and vat returns, ensuring compliance with payment
- Reconcile general ledger accounts in an accurate and timely manner
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepare monthly Income statement, reports, Salary Sheet
- Maintain day to day account
- Perform other related duties as assigned

Salary & benefits: Will be offered as per the candidates' experience and qualification. Salary is not a bar for deserving candidates.

Only shortlisted candidates will be called for the further selection processes. Suitable candidates are highly encouraged to apply.

Applying Procedure:

Email us your detailed CV with Cover letter to shikharorg@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/accountant-667/>

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