



## Accountant

- **Vacancy for:** 1
- **Posted on:** Dec. 6, 2017
- **Deadline:** Feb. 14, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance > Accounts, Account management, Administration  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Anamnagar, Kathmandu, Central Development Region, Nepal  
Offered Salary : NRs. 10,000.00 - 15,000.00 Monthly

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 2 years  
Professional Skill Required : Leadership, Book Keeping, Time Management, Reporting

### Other Specification

- Knowledge about Tax, VAT and other tax provision
  - Applicants with 2 years or more experience are preferred
  - Excellent Accounting knowledge
  - Up to date with necessary rules and regulation
  - Attention to detail
  - Deadline-Oriented
  - Organized and systematic
  - Confidentiality
  - Data Entry
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### Job Description

- Provides financial information to management by researching and analyzing accounting data; preparing reports
  - Documents financial transactions by entering account information
  - Prepare and manage daily bookkeeping and related activities
  - Manage vendors and clients for necessary refunds
  - Prepares payments by verifying documentation and requesting disbursements
  - Compute taxes owed and prepare tax filing ensuring compliance with payment, reporting and other tax requirements
  - Maintain good knowledge about existing and new legislation
  - Maintains accounting controls by preparing and recommending policies and procedures
  - Maintains confidence and protects operations by keeping financial information confidential
  - Recommends financial actions by analyzing accounting options
  - Conducts administrative duties like salary sheets, rental collections, etc
  - Co-ordinate weekly and monthly cash flows, ensuring all information is collated and up to date, monitoring of accuracy
  - Manage refunds
  - Support procurement activities by quotations management
  - Support and coordinate in preparing financial reports and annual audits
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### Applying Procedure

Apply Link : <https://merojob.com/accountant-722/>

