



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 - 15,000 Monthly

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

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

Applying Procedure

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

Generated By