

Accountant

- **Vacancy for:** 4
- **Posted on:** Jan. 10, 2018
- **Deadline:** Jan. 18, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Morang, Sunsari
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Should have completed Bachelor's in management Study
- Must have 4 years of work experience in Construction projects
- Should be familiar with Tally or equivalent

Job Description

- 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
- Prepare Bank Reconciliation statement every month
- Provides financial information to management by researching and analyzing accounting data, preparing reports daily, weekly & monthly basis
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, and other tax requirements
- Establish tables of accounts, and assign entries to proper accounts.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information, preparing the balance sheet, profit and loss statement and other reports

TO APPLY,

Interested potentials who fulfil the mentioned criteria are invited to send their CVs along with cover letter, recent photo through www.merojob.com online portal.

NOTE:

No limit for salary and allowances to deserving candidates. All other facilities and services will be as per the HR policies of the company which shall be explained during the interview.

Applying Procedure

Apply Link : <https://merojob.com/accountant-764/>

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