



## Accountant

- **Vacancy for:** 1
- **Posted on:** Feb. 12, 2018
- **Deadline:** Feb. 24, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance > Administration  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kumaripati, Lalitpur  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### Other Specification

- Bachelor's in Business Administration
  - 3 years of experience in Accounts
  - Must have a good knowledge of computer
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### Job Description

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
  - Documents financial transactions by entering account information
  - Recommends financial actions by analyzing accounting options
  - Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other report
  - Maintains accounting controls by preparing and recommending policies and procedures
  - Guides accounting clerical staff by coordinating activities and answering questions
  - Reconciles financial discrepancies by collecting and analyzing account information
  - Secures financial information by completing data base backups
  - Accomplishes the result by performing the duty
  - Contributes to team effort by accomplishing related results as needed
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### Applying Procedure

Apply Link : <https://merojob.com/accountant-817/>

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