



Accountant

- **Vacancy for:** 5
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 11, 2017, midnight

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Job Location : Narayangarh/Bhaktapur, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Bachelors or equivalent degree
 - Should have knowledge of accounting software and excel
 - Should have knowledge of VAT and TAX
 - Sincere and punctual
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Job Description

- Handle all transactions related to accounts
 - Prepare monthly Income statement
 - Compute taxes owed and prepare tax and vat returns, ensuring compliance with payment
 - Reconcile general ledger accounts in an accurate and timely manner
 - Prepare monthly Financial report (Income Statement, Balance Sheet, Cash Flow)
 - Prepare Salary Sheet
 - Maintain day to day account
 - Perform other related duties as assigned
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Applying Procedure

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

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