



Accounts/Admin Officer

- **Vacancy for:** 1
- **Posted on:** Jan. 17, 2018
- **Deadline:** Jan. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Maharajgunj, Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Minimum education should be college graduates
 - Should possess good communication skill in English language with a good personality
 - Should be proficient in Accounting Software
 - Should have minimum of 1 years' experience in Accounts
 - Should have won two wheeler driving license
 - Should have knowledge of VAT and TAX system as per policies of Govt. of Nepal
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Job Description

- Creating weekly, monthly, and annual income statement, balance sheet, and cash flow statement
- Maintaining all accounting ledgers
- Keep and communicate accounting records as journal, ledger, bank statements and invoices
- Responsible for handling all the incoming and outgoing calls
- Deliver excellent customer service, at all times
- Reconciling and auditing ledger entries against bank statement and financial statements
- Completes other tasks as directed by the management/manager from time to time

Applying Procedure:

Interested Candidates are requested to submit their application indicating clearly the position applied, and CV with three references to the following address: Human Resource Department, Bishal Organization (P).Ltd, Maharajganj (Near President House, Sitalniwash) Kathmandu

OR,

Email to :vacancybishalorganization@gmail.com by **26th January 2018**. Only shortlisted candidates will be called for interview.

OR,

Applying Procedure

Apply Link : <https://merojob.com/accounts-admin-officer-8/>

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