



## Accounts and Admin Assistant

- **Vacancy for:** 5
- **Posted on:** July 1, 2017
- **Deadline:** May 3, 2017, midnight

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

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

### Other Specification

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### Job Description

- Accounting entries in system.
  - Work on management information and general administration issues and practices
  - Work with management and others to develop and implement operating policies and procedures
  - Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents
  - Support the creation and implementation of account plans to retain and grow existing business.
  - Filing
  - Other duties as assigned by the department head
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### Applying Procedure

Apply Link : <https://merojob.com/accounts-and-admin-assistant/>

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