



Accounts & HR Executive

- **Vacancy for:** 1
- **Posted on:** May 28, 2018
- **Deadline:** June 9, 2018, 11:59 p.m.

Basic Job Information

Job Category	: Accounting / Finance > Accounts, HR IS/ HR database Management, Account management, Administration
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Naxal, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 10,000.00 - 15,000.00 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 1 year
Professional Skill Required	: Journal Entry, General Ledger, Strong Communication & Negotiation, Fluent Command Of At Least One Language (Nepali Or English), Sound Listening Skills, Great Listening Skills; Min Education Bachelors In Any Field; Quick Learner; Tally Or Relevant Accounting Or Hr Software, Account Transactions, Self-Organized, Able To Work Alone Or In Team, Time Management, Day Book, Book Keeping

Other Specification

- Knowledge about Tax, VAT and other tax provision
 - Applicants with 2 years or more experience are preferred
 - Excellent Accounting knowledge
 - Up to date with necessary rules and regulations of Nepal
 - Attention to detail
 - Deadline-Oriented
 - Organized and systematic
 - Confidentiality
 - Accounting Entry
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Job Description

- Documents financial transactions by entering account information
 - Prepare and manage daily bookkeeping and related activities
 - Manage vendors and clients for necessary refunds
 - Prepares payments by verifying documentation and requesting disbursements
 - Compute taxes owed and prepare tax filing ensuring compliance with payment, reporting and other tax requirements
 - Maintain good knowledge about existing and new legislation
 - Maintains accounting controls by preparing and recommending policies and procedures
 - Maintains confidence and protects operations by keeping financial information confidential
 - Recommends financial actions by analyzing accounting options
 - Conducts administrative duties like salary sheets, rental collections, etc
 - Manage ageing accounts receivables as per company's requirements
 - Co-ordinate daily, weekly and monthly expenses, ensuring all expense information or related projects is collated and up to date, monitoring of accuracy
 - Support procurement and administrative activities as per company's policies
 - Support and coordinate in preparing financial & HR reports and annual audits
 - Analyze working hours per staff and give a report to department managers
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Applying Procedure

Apply Link : <https://merojob.com/accounts-assistant-29/>

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