



## Accounts Officer

- **Vacancy for:** 2
- **Posted on:** Feb. 1, 2018
- **Deadline:** Feb. 12, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- Must have completed minimum college graduate
  - Should have at least 2 years of experience in accounts
  - Should have strong knowledge of Accountancy
  - Should have basic knowledge of Microsoft Office
  - Ability to organize, multi-task and prioritize works
  - Should be willing to work overtime
  - Both Male & Female candidates can apply
  - Must have minimum age 25
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### Job Description

- Daily update of Journal & Ledgers, Bank Reconciliation etc.
- Preparing and updating of dealer accounts, sales/collection/dispatch reports
- Preparing financial reports for senior management
- Assisting in Audit and Taxation work
- 9:30 am to 6:30 pm (Sunday to Friday)

**Salary:** Depending upon qualification, experience and capability of the candidates

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### Applying Procedure

Interested candidates are requested to submit their updated resume along with cover letter to [jobs@stinepal.com](mailto:jobs@stinepal.com)

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