

**A REPUTED  
COMPANY**

## **Accounts Officer**

- **Vacancy for:** 3
- **Posted on:** April 16, 2018
- **Deadline:** April 28, 2018, 6:30 p.m.

### **Basic Job Information**

Job Category : Accounting / Finance > Account management  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu, Central Development Region, Nepal  
Offered Salary : NRs. 25,000.00 - 40,000.00 Monthly

---

### **Job Specification**

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

### **Other Specification**

- Sound knowledge of Tally
  - Knowledge of other accounting software will be an asset
  - Minimum two-years' experience in the field of accounting
  - Sound skill set in Microsoft applications such as Excel, word, PowerPoint etc
  - Ability to think out of the box
  - Proven team building and leadership skills, practice, result oriented
  - Excellent English writing and communication skills
- 

### **Job Description**

- Maintain record of expenses and income in regular basis
  - Comply with government rules of tax and vat and keep the accounting system up to date
  - Document entire accounting procedure as per government standard
  - Present the companies periodic reports to Finance Manager
  - Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives
  - Keep in close contact with banks and follow-up for the payment to the clients
  - Maintain relations with external auditors and investigate their findings and recommendations
  - Ensure that record keeping meets the requirements of auditors and government agencies
  - Coordinate with other department to ensure the payment by the customer is on time
- 

### **Applying Procedure**

Apply Link : <https://merojob.com/accounts-officer-65/>

Generated By

