



## Accounts Officer

- **Vacancy for:** 1
- **Posted on:** Aug. 10, 2018
- **Deadline:** Aug. 20, 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 : NRs. 20,000.00 - 30,000.00 Monthly

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### Job Specification

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

### Other Specification

- At least 2 years work experience working with tally
  - Ability to work under pressure
  - Internet friendly
  - Good understanding about Mathematics
  - Idea about all type of latest taxation rules
  - Good knowledge of CIT/PF/Insurance
  - Experience in working with current IRD web application (E-TDS Filling, VAT Returns, Estimated Tax)
  - Preference will be given to one who has worked in the accounts department of an IT company
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### Job Description

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, issuing bills, payment follow up, reporting and other tax requirements
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
- Bank and party reconciliation, salary disbursement, manual voucher posting etc

### Applying Procedure:

Interested Candidates can apply directly through merojob or send their CV to [hrm@janakitech.com](mailto:hrm@janakitech.com)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/accounts-officer-72/>

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