



Accounts Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 22, 2017, midnight

Basic Job Information

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

Job Specification

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

Other Specification

- Should have the knowledge of taxation, tally, current trends and banking practices
 - Should have coordination and multitasking skills
 - Should be calculative and possess analytical skills
 - Should be a quick learner, result driven and think out of the box
 - Should be outspoken, flexible on time, cooperative and trustworthy
 - Should possess good communication and interpersonal skill
 - Should be able to work under pressure
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Job Description

- Prepare and verify daily accounts receivable and payable reports
- Reconcile bank account, VAT account, debtors and creditors account in the stipulated time
- Communicate with outsource employees for salary disbursement process
- Perform account related all clerical works as assigned timely and effectively
- Perform any other duties as assigned by the concerned authority

Salary offered, Benefits and more:

- Gross salary of NRs. 16,000.00 to 18,000.00 + attractive incentives
- In addition to gross salary, benefits such as medical insurance, accidental insurance, fuel allowance, communication allowance, subsidize lunch, festival bonus. Other benefits such as provident fund, leave facility, gratuity after the confirmation of employment
- Dynamic and challenging working environment for better learning and career growth opportunity
- Good working culture and environment

Screening process shall be done before the deadline and if probable candidates are selected earlier, Real Solutions shall close the vacancy announcement prior to the deadline.

Applying Procedure

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

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