



## Accounts Officers/Junior Accounts Officers

- **Vacancy for:** 4
- **Posted on:** Oct. 12, 2017
- **Deadline:** Nov. 13, 2017, 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 3 years  
Professional Skill Required : VAT (Value Added Tax), Tally Accounting Software

### Other Specification

- Should have completed Bachelor in management (BBS/BBA/BBM), Master degree is preferred
  - Minimum 3 years of accounting experience in Distilleries/Beverage industries
  - Very good command on using Tally Software
  - Good grips on VAT, Income Tax, Excise & Custom Act
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### Job Description

- Prepare monthly analysis of cost of goods sold and operational expenses against prior year and budget
- Create and maintain spreadsheets, databases and financial reports for monthly reports
- Prepare and review report minutely before submission
- Prepare journal entries
- Manage the account's budget, invoicing the client and reconciliation
- A solid understanding of financial statistics and accounting principles
- Monitoring and interpreting cash flows

### TO APPLY:

Interested and eligible candidates are requested to send their updated resume (pp sized photo included) with educational certificates & experience letters at [sumy@mos.com.np](mailto:sumy@mos.com.np) within **15th Kartik 2074**.

**P.S. We will not wait for the deadline to recruit if a suitable applicant is found.**

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### Applying Procedure

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

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