



## Accounts/Admin Officer

- **Vacancy for:** 1
- **Posted on:** March 18, 2018
- **Deadline:** March 22, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Maharajgunj, 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

- BBA or MBA Completed are preferred
  - Should possess good communication skill in English language with a good personality
  - Should be proficient in Accounting Software
  - Should have minimum of 1 years' experience in Accounts
  - Should have won two wheeler driving license
  - Should have knowledge of VAT and TAX system as per policies of Govt. of Nepal
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### Job Description

- Creating weekly, monthly, and annual income statement, balance sheet, and cash flow statement
- Maintaining all accounting ledgers
- Keep and communicate accounting records as journal, ledger, bank statements and invoices
- Responsible for handling all the incoming and outgoing calls
- Deliver excellent customer service, at all times
- Reconciling and auditing ledger entries against bank statement and financial statements
- Completes other tasks as directed by the management/manager from time to time

### Applying Procedure:

Interested Candidates are requested to submit their application indicating clearly the position applied, and CV with three references to the following address: Human Resource Department, Bishal Organization (P).Ltd, Maharajganj ( Near President House, Sitalniwash) Kathmandu

**OR,**

Email to : [vacancybishalorganization@gmail.com](mailto:vacancybishalorganization@gmail.com) by **22th March 2018**. Only shortlisted candidates will be called for interview.

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/accountsadmin-officer-2/>

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