

Assistant Accountant

• Vacancy for: 5

Posted on: Aug. 25, 2017
Deadline: Sept. 1, 2017, 5 p.m.

Basic Job Information

Job Category : Accounting / Finance > Account management

Job Level : Mid Level Employment Type : Full Time

Job Location : Kathmandu Kathmandu

Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)

Experience Required : More than 3 years

Professional Skill Required: • Must Have Knowledge Of Accounting Software

Other Specification

• Must have knowledge of Accounting software

- Ability to handle accounting transaction
- Must have good command over written and spoken English
- Must have good knowledge of MS Office
- · Must have leading capacity

Job Description

- Taking care of day to day transaction with minimum or no supervision
- Maintain ledger, cash, sales and purchase book etc
- Reconciliation
- · Leading account department
- · Other accounting jobs

Applying Procedure

Apply Link: https://merojob.com/assistant-accountant-60/

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