



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
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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
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Applying Procedure

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

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