



Assistant Accountant (Male)

- **Vacancy for:** 1
- **Posted on:** Nov. 21, 2017
- **Deadline:** Nov. 30, 2017, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu, Central Development Region, Nepal
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Should have minimum 1 year of working experience into accounting field
 - Should be +2 pass or Bachelors running
 - Data entry proficiency with excellent skills into Microsoft Office
 - Strong Written and Oral Communication Skills
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Job Description

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing purchase orders.
- Managing payroll
- Entering financial information into appropriate software programs.
- Managing company ledgers and day-to-day transactions.
- Processing business expenses.
- Coordinating internal and external audits.
- Verifying Completing financial reports on a regular basis and providing information to the finance team.
- Completing bank reconciliations
- Balances in account books and rectifying discrepancies.
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source.
- Reporting on debtors and creditors.

TO APPLY:

Interested candidates are requested to submit their updated resume to theriver@wlink.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/assistant-accountant-male-4/>

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