



## Assistant Accountant (Male)

- **Vacancy for:** 2
- **Posted on:** Jan. 7, 2018
- **Deadline:** Jan. 17, 2018, 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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### 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.

**Please Note:** Need Applicants who can communicate well in English with pleasing personality

### TO APPLY:

Interested candidates are requested to submit their updated resume to [theriver@wlink.com.np](mailto:theriver@wlink.com.np)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/assistant-accountant-male-5/>

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