



Chief Accountant

- **Vacancy for:** 1
- **Posted on:** Oct. 8, 2017
- **Deadline:** Oct. 19, 2017, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Senior Level
Employment Type : Full Time
Job Location : Lazimpat, Kathmandu
Offered Salary : NRs. 26,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 6 years

Other Specification

- Minimum 6 years of experience in related field
 - VAT/Tax Accounting knowledge
 - Should have good knowledge in accounting software
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Job Description

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommends financial actions by analyzing accounting options
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing document
- Maintains accounting controls by preparing and recommending policies and procedures
- Guides accounting clerical staff by coordinating activities and answering questions
- Reconciles financial discrepancies by collecting and analyzing account information
- Secure financial information by completing data base backups
- Maintain financial security and following internal controls
- Prepares payments by verifying documentation, and requesting disbursements
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepares special financial report by collecting, analyzing, and summarizing account information and trends
- Maintain customer confidence and protects operations by keeping financial information confidential
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, participating in professional societies
- Accomplishes the result by performing the duty
- Contributes to team effort by accomplishing related results as needed

Applying Procedure:

Please send us your updated CV at **Email:** career@millsberry.edu.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/chief-accountant-15/>

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