



Head Accountant

- **Vacancy for:** 1
- **Posted on:** July 4, 2018
- **Deadline:** July 20, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Employment Type : Full Time
Job Location : Nepalgunj, Nepal
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Should have knowledge in accounting packages like Tally, fact and other
 - Microsoft office package knowledge and fluent operation
 - Financial knowledge regarding tax, loan, land property, assets and other
 - Should have good contacts
 - Fluency in English reading, writing and typing and good in speaking Nepali
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Job Description

- Manage all transactions related to accounts
 - 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
 - Prepares special financial report by collecting, analyzing, and summarizing account information and trends
 - Contributes to team effort by accomplishing related results as needed
 - Prepare profit and loss statements and monthly closing and cost accounting reports
 - Prepare appropriate documents for LC (Letter of credit) and other Legal works required for the Import of Raw Materials
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Applying Procedure

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

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