



## Junior Accounts Officers

- **Vacancy for:** 3
- **Posted on:** Oct. 12, 2017
- **Deadline:** Nov. 13, 2017, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### Other Specification

- Should have completed Bachelor in management (BBS/BBA/BBM), Master degree is preferred
  - Minimum 2 years of accounting experience preferably in Pharmaceuticals industries
  - Knowledge of Accounting Software such as Finpro is preferred
  - Good grips on Claim Settlements, Distribution, Dispatch and Purchase
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### Job Description

- Preparing Vouchers (Cash, Journal etc.)
- Voucher entries in respective Company/Firm.
- Reconciliation of accounts, VAT ledger and preparing VAT summary for online submission
- Calculation of TDS and preparing bank voucher
- Co-ordinate with customers for receiving required TDS Receivables documents
- Preparing documents for Audit & co-ordinate, Tax Clearance Letter, Full Tax Assessment, VAT Register
- Verification at beginning of Fiscal Year

TO APPLY:

Interested and eligible candidates are requested to send their updated resume (pp sized photo included) with educational certificates & experience letters at [sumy@mos.com.np](mailto:sumy@mos.com.np) within 15th Kartik 2074.

P.S. We will not wait for the deadline to recruit if a suitable applicant is found.

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### Applying Procedure

Apply Link : <https://merojob.com/junior-accounts-officers/>

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