



## Public Relations Officer cum Accountant (Female)

- **Vacancy for:** 1
- **Posted on:** Dec. 5, 2018
- **Deadline:** Dec. 16, 2018, 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 : Not Required

### Other Specification

- Good command over both written and spoken English, good interpersonal skill
  - 2-5 years of work experience in similar field, dealing with national and international persons and companies
  - Minimum qualifications BBS/ BBA
  - Knowledge of Computer
  - Should be able to deal with national and international clients, mails and phone call inquiries
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### Job Description

- Assist with the preparation of financial statements
- Document financial transactions by entering account information
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Analyze and reconcile bank statements and general ledgers
- Update journal entries for accrued expenses and revenue

### Applying Procedure:

Interested candidates are requested to send their updated CV at [ganesom@gmail.com](mailto:ganesom@gmail.com)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/public-relations-officer-cum-accountant-female/>

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