



Senior Accountant

- **Vacancy for:** 1
- **Posted on:** July 23, 2018
- **Deadline:** Aug. 25, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance > Finance/Accounts, Accounts
Job Level : Senior Level
Employment Type : Full Time
Job Location : Gairidhara Road, Naxal, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than 2 years
Professional Skill Required : Vat Tax Ledger Voucher

Other Specification

- Proven senior accounting experience with knowledge of accounting software
 - Thorough knowledge of accounting procedures and principles
 - Substantial knowledge of Banking norms and should have exposure in dealing with Bank as Accountant
 - Awareness of business trends
 - Experience with creating financial statements
 - Experience with general ledger functions and the month-end/year-end close process
 - Excellent accounting software user and administration skills
 - Accuracy and attention to detail
 - Good teamwork and communication skills
 - Hardworking, proactive and dedicated to work
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Job Description

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
 - Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, and other tax requirements
 - Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice
 - Report to management regarding the finances of establishment
 - Establish tables of accounts, and assign entries to proper accounts
 - Ensuring strict confidentiality of all financial matters of the company except in matters where necessary.
 - Review bank statements
 - Research and reconcile all discrepancies
 - Auditing and verifying documents
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Applying Procedure

Apply Link : <https://merojob.com/senior-accountant-141/>

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