



Senior Accountant

- **Vacancy for:** 3
- **Posted on:** Aug. 15, 2018
- **Deadline:** Aug. 30, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Kathmandu, Birjung, Nepalgunj
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Must have completed Bachelors level or Master degree in related field
 - Must have 5 years of work experience in Accounting Software (Tally)
 - Must have knowledge of VAT/TAX
 - Proven senior accounting experience with knowledge of accounting software
 - Thorough knowledge of basic 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
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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
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
- Ensuring strict confidentiality of all financial matters of the company except in matters where necessary
- Monitor reserve accounts and short-term fund investments.
- Review bank statements
- Research and reconcile all discrepancies
- Auditing and verifying documents

Note: Salary shown are for indicative purpose only. It is negotiable for highly deserving candidates. In addition to the salary, attractive facilities will be provided

Applying Procedure:

Candidates who meet the above requirements are requested to send their updated resume along with passport size photographs at hr.pappuconstruction@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/senior-accountant-146/>

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