



Senior Accounts Officer

- **Vacancy for:** 1
- **Posted on:** July 11, 2018
- **Deadline:** July 26, 2018, 11:59 p.m.

Basic Job Information

Job Category	: Accounting / Finance > Financial planning/advising, Tax accounting
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Hattiban, Patan, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 3 years
Professional Skill Required	: Interpersonal Skills, Ms Office Skills (Excel), Analytical, Communication

Job Description

Reports to: CEO

Our rapidly growing company is looking for an experienced Senior account officer to keep up-to-date account records and oversee smooth accounting transactions. The successful candidate should have a great communications skills and a strong quantitative background, along with a proven track record of successfully handling accounts.

The ideal candidate should be a team player, enjoys working with numbers, and have sound knowledge of accounting functions.. Those looking for a long-term commitment will be given priority during the selection process.

Job Descriptions:

- Record day-to-day entry of accounting data in accounting software synergy
- Filing monthly VAT and TDS return
- Check invoices for inaccuracies
- Handle accounts payable and receivable
- Handle petty cash
- Prepare Bank Reconciliation statement every month
- Planning of weekly cash flow
- Proper tracking and update of Inventory
- Analyze financial information and summarize financial status
- Provides financial information to management by researching and analyzing accounting data, preparing reports daily, weekly & monthly basis
- Maintenance of fixed assets register and safeguarding of the organizations fixed assets.
- Prepare documents for audits
- Protects organization's value by keeping information confidential.
- Secures financial information by completing database backups.

Qualifications and Experience:

- At least Bachelor's degree with major in finance or accounting with minimum of 3 to 5 years of work experience in manufacturing companies
 - Able to apply analytical and innovative tools successfully to produce creative and valuable solutions.
 - Excellent interpersonal, communication and analytical skills
 - Ability to work effectively and efficiently in diverse team environments
 - Proficient in Microsoft Office Package especially MS excel
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Applying Procedure

Apply Link : <https://merojob.com/senior-accounts-officer-7/>

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