

Sr. Accountant

- **Vacancy for:** 1
- **Posted on:** Sept. 23, 2018
- **Deadline:** Oct. 1, 2018, 5:30 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu, Central Development Region, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 5 years
Professional Skill Required : Communication, Teamwork, Accounting, Administration

Other Specification

- Should have minimum five year experience in Manufacturing Company (Export based)
 - Proven senior accounting experience
 - Thorough knowledge of basic accounting procedures and principles
 - Substantial knowledge of Banking norms and should have exposure in dealing with Bank as Accountant
 - Should have knowledge of LC and TT
 - 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
 - Good command in English
 - Ability to work under pressure
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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
- Following internal controls
- Completing data backups

- Other duties as assigned

Applying Procedure

Apply Link : <https://merojob.com/sr-accountant-32/>

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