



CHAY-YA NEPAL

Vacancy Announcement

Job Title: Account Assistant

Basic Job Information

Job Category	:	Accounting / Finance
Job Level	:	Mid Level
No. of Vacancy/s	:	[1]
Employment Type	:	Full Time
Job Location	:	Kathmandu
Apply Before(Deadline)	:	Dec. 24 th , 2021 17:00

Job Specification

Education Level	:	Bachelor
Experience Required	:	2 years
Other Specification	:	

- Minimum Bachelor's degree in accounting, finance, or related field
- At least 2 years' experience in a similar role
- Excellent communication, problem-solving, and time management skills and can handle Microsoft office package and accounting software.
- Must have Own Bike and license

Job Description

- Processing, verifying, and posting receipts and Payments
- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations
- Preparing and maintaining important financial reports
- Preparing tax returns and ensuring that taxes are paid properly and on time
- Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently
- Offering guidance on cost reduction, revenue enhancement, and profit maximization
- Conducting forecasting and risk analysis assessments
- Manage obligations to suppliers, customers and third-party vendors
- Monitor and analyze accounts receivable data timely to identify collection issues
- Process bank deposits
- Reconcile financial statements
- Submit tax forms and file VAT & TDS on time
- Report on the status of accounts payable and receivable
- Update internal accounting databases and spreadsheets if required

Applying Procedure:

Interested candidates are requested to send their updated CV and Cover letter in mentioned mail address: nepal@chay-ya.org .

CYN is an equal opportunity employer. We highly encourage women and minority members to apply.