Pahadi Foods

Manufacturing/Production Kathmandu https://pahadi.com/

Account Assistant

Basic Information

Job Category : Manufacturing/Production

Job Level: Mid Level

No. Of Vacancies: 1

Employment Type: Full

Job Location : Chakrapath

Offered Salary: Negotiable

Apply Before: 2025-11-26 (21 Days, 14 Hours From Now)

Job Specification

Education Level: Bachelor Degree

Education Required : Bachelor's Degree In Relevant Field

Experience Required: Greater Than

Other Specification

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field.
- Basic understanding of accounting principles and financial reporting.
- Proficiency in MS Excel and accounting software (e.g., Tally, QuickBooks).
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.

Job Description

Key Responsibilities:

- Assist in maintaining financial records, including data entry and bookkeeping.
- Process invoices, payments, and receipts.
- Reconcile bank statements and ledgers.
- Prepare and maintain financial reports.
- Support with payroll processing.
- Handle accounts payable and receivable.
- Assist in preparing tax returns and other compliance documents.
- Provide support during audits.
- Perform other accounting duties as assigned.