Sugam Group

Administrative/Office Support Kathmandu Nepal http://www.sugamgroup.com

Accounts Executive

Basic Information

Job Category: Transportation/Logistics

Job Level: Top Level

No. Of Vacancies: 1

Employment Type: Full

Job Location : Kathmandu

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 1

Other Specification

Qualification and skill

- With a minimum four to three years of experience in related fields.
- Bachelor degree accountancy.
- Proven experience in accounting.
- Advance Excel, Analytical skills

Job Description

Role Description

We are seeking a full-time Account Executive for our office in Tripureshwor,. As an Account Executive, you will be accountable for Maintain Accounting Entries in ERP, Expenses booking and preparing the payment voucher, Bank, TDS & and Party Reconciliation. Ledger Reconciliation & Balance Confirmation, Maintaining the records of PDC & Bounced cheque, Cash collection report. This is an on-site role that requires your presence in our Tripureshwor office.

- Maintaining the company's financial records and ensure their accuracy.
- Develop and maintain financial databases and spreadsheets using Microsoft Excel.
- Prepare financial reports and statements as required.
- Review and reconcile financial transactions and accounts.
- Process invoices and payments in a timely and accurate manner.
- Respond to financial inquiries from clients, vendors, and internal staff.
- Maintain compliance with financial regulations and standard