Sugam Group

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

Sr. 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 3

Other Specification

Qualifications and Skills:

- Education: Bachelor's degree in Accounting or Finance; a Master's degree or relevant certifications (e.g., CPA, CA) is a plus.
- Experience: Minimum of 5 years in accounting roles, with at least 2 years in a senior position.
- Technical Skills:
 - Expertise in advanced Excel, ERP systems, and financial analysis tools.
 - O Strong knowledge of accounting standards, tax regulations, and reconciliation processes.
- Soft Skills:
 - O Excellent analytical and problem-solving abilities.
 - O Strong attention to detail and accuracy.
 - O Leadership and team management skills.
 - Effective communication skills for interacting with clients, vendors, and internal teams.

Job Description

We are seeking an experienced **Senior Account Executive** to join our team at our Tripureshwor office. This is a full-time, on-site role where you will oversee and manage advanced accounting functions, ensuring accuracy and compliance while supporting financial decision-making processes.

The ideal candidate will bring strong expertise in accounting principles, advanced Excel skills, and a proven ability to lead and mentor junior team members.

Key Responsibilities:

- Oversee and manage the accuracy of accounting entries in the ERP system.
- Supervise the preparation of payment vouchers and expense bookings, ensuring timeliness and compliance.
- Handle complex reconciliations, including Bank, TDS, Party, and Ledger reconciliations.
- Ensure balance confirmations are completed accurately and promptly.
- Maintain and monitor records for PDC (Post-Dated Cheques), bounced cheques, and cash collection reports.
- Prepare detailed financial statements, reports, and projections as required.
- Lead efforts to optimize and automate financial reporting processes.
- Ensure compliance with financial regulations, tax laws, and organizational standards.
- Serve as a point of contact for internal and external financial audits.
- Provide guidance and mentorship to junior accounting staff.
- Assist with strategic financial planning and budgeting as directed by the management.