
Ghorahi Cement Industry Pvt.Ltd

Media/Entertainment
Kathmandu , Thapathali

Sr. Account Officer

Basic Information

Job Category : Manufacturing/Production

Job Level : Senior Level

No. Of Vacancies : 1

Employment Type : Full

Job Location : Thapathali

Offered Salary : -

Apply Before : 2026-01-10 (30 Days, 19 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 (Master's degree or CA intermediate preferred).
 - 3-5 years of experience in accounting, preferably in the manufacturing or cement industry.
 - Strong understanding of accounting principles, financial reporting, and compliance requirements.
 - Proficiency in accounting software (e.g., Tally, QuickBooks) and MS Excel.
 - Excellent analytical, problem-solving, and organizational skills.
 - Strong attention to detail and accuracy in financial tasks.
 - Ability to meet deadlines and manage multiple tasks simultaneously.
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Job Description

Key Responsibilities:

- Oversee day-to-day accounting operations, including accounts payable, receivable, and general ledger maintenance.
- Prepare financial statements, including balance sheets, profit and loss statements, and cash flow reports.
- Ensure timely and accurate processing of financial transactions and record-keeping.
- Assist in budgeting, forecasting, and financial planning activities.
- Handle tax filings, compliance with tax regulations, and timely submission of statutory reports.
- Conduct regular reconciliations of bank statements, ledgers, and accounts.
- Support internal and external audits by preparing financial data and reports.
- Monitor cash flow and working capital to ensure liquidity for operations.
- Ensure compliance with company policies and financial regulations.
- Supervise and mentor junior accounting staff, providing guidance and support.