

**Job Description for:**  
**Title:** Junior Accountant  
**Reports to:** Accounts Manager

**Key responsibilities and accountabilities:**

- Manage petty cash and ensure daily reconciliation of actual cash and Accounting system
- Accurately and timely enter purchases, sales, and stock information into the accounting system and file invoices.
- Track and control payables and receivables.
- Prepare daily cash and bank balance reconciliation.
- Handwrite sales and purchase ledgers and VAT bills
- Prepare monthly VAT Filing Totals
- Assist in company end-of-year audit and tax filing process including getting tax clearance letter (Preparing supporting documents for audit)
- Work with the Sourcing Team and Production Team to assist in reconciling stock records and the balance sheet stock and WIP values.
- Assist in preparing VAT Refund detail information – export, import, ACP details
- Track receipts from customers to assist management of customer advances and receivables and quickly process paperwork for shipment.
  - APC invoice adjustments
  - Monthly customer advance report to PMs
- Check whether bank balances are sufficient for payments or not and make the transfer to NPR from the USD account if needed.
- Perform banking-related tasks as required to include depositing or cashing checks, processing payments, obtaining APC, make international payments.
- Assist in working with Nepali government offices on behalf of Purnaa including IRD, municipality office, district office, Customs Department, Department of Industry, Immigration, Company Registrar, Labor Office, and others.
- Cash-incentive filing and processing.

**Qualifications**

- Bachelor-level education completed in relevant field
- Minimum 2 years of work experience as a bookkeeper in a relevant industry preferred.
- Read, write, and type Nepali and in English
- Basic ability to fill out and filing invoices, journals, ledgers, etc
- Good with numbers
- Detailed oriented and organized
- Able to balance many different tasks happening throughout the day
- Proficient in MS Office applications and proficient in Excel formulas
- Has a driver's license and can drive scooter or bike
- Willing to visit government offices and banks on behalf of the company
- A team player

**Salary Range:** Nrs 25000 - Nrs 30000 (Basic + Dearness Allowance)

**Working Hrs:** Monday – Friday, 8:30 am – 5: 30pm. Overtime may be required to meet the deadline