

Purnaa Enterprises Pvt.Ltd
Job Description: Junior Accountant
Reports to: Accounts Manager

Company Overview: Purnaa is a World Fair Trade Guaranteed company, an ethical manufacturer of products that export to North America, Australia, New Zealand, and Europe. We are passionate about ethically manufacturing high-quality products and creating job opportunities for marginalized people in Nepal.

Key responsibilities and accountabilities:

- Manage petty cash and ensure daily reconciliation of actual cash and the Accounting system
- Accurately and on time; purchases, sales, and stock information are entered into the accounting system, and invoices are filed.
- 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, and making 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 a relevant field
- A minimum of 2 years of work experience as a bookkeeper in a relevant industry is preferred.
- Read, write, and type in Nepali and English
- Basic ability to fill out and file 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 a scooter or bike
- Willing to visit government offices and banks on behalf of the company
- A team player

Working Hrs: Monday – Friday, 8:30 am – 5:30 pm. Some flexibility is necessary to serve a global market.

Salary: 32000 Nrs

Benefits: Lunch is served daily, tea breaks, values training, transportation, and other allowances.

Contact: If interested, please e-mail your application and CV to www.purnaa.com/application