

Terms of Reference

JOB TITLE/POSITION : Accountant
DEPARTMENT/SECTION : Revenue & Accounts
Place of Posting : Thimphu
REPORTS TO : Revenue & Accounts Manager

RESPONSIBILITIES

1. Collection of TSR and cash sales and report any discrepancy observed on daily basis for walk-in counter (cash shortage/cheque bounced etc.)
2. Deposit of cash and cheques daily basis
3. Reconciliation of GL Cheque in hand and Cash in hand both in BTN & Forex on a daily basis.
4. Updating credit voucher and contra voucher.
5. Issuing money receipt for agent's deposit and passing corresponding entries
6. Updating of offline agents' sales and processing refund of air ticket cancellations
7. Collecting credit advice and bank statements from the bank daily basis

REQUIRED QUALIFICATIONS (Competencies)

- Should have a minimum of class 12 pass with Commerce/Accounting background