



## **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 correspoding 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