



JOB DESCRIPTION ACCOUNTANT

JOB TITLE : Accountant
DUTY STATION : Phnom Penh, Cambodia
REPORTING LINE : Senior Accounting Executive
SALARY RANGE :

RESPONSIBILITIES:

Under the supervision and monitoring of Senior Accounting Executive, the Accountant is responsible for, but not limit to, the following duties and responsibilities:

- Checking and verifying invoices and quotations from suppliers to apply the taxation requirement
- Making monthly, quarterly and annually financial report
- Preparing monthly payroll of the Federation with taxation obligation
- Managing and collecting the account receivable and deposit in the bank
- Handling petty cash and manage it effectively and efficiently
- Reviewing all payments requested by respective departments before submitting to management for approval
- Preparing and controlling staff's request and collecting supporting documents or receipts
- Issuing invoices and quotations to clients
- Preparing reconciliation report such as cash, asset, liabilities, bank cheques, fixed asset
- Filing and maintaining accounting documents in proper file and place
- Responsible for purchasing the items requested by respective departments, planning and controlling stationary in stock
- Providing the coaching and training to the team
- Assisting review and enhance internal control relating to physical assets control
- Assisting on management report with commentary analysis on the financial result
- Assisting on preparing and reviewing financial budget plan
- Assisting develop operating manual and procedure
- Assisting review financial reports ensure accurate and reliable
- Other assigned tasks

QUALIFICATION & REQUIREMENTS:

- Bachelor degree in Finance, Accounting, Banking, Business Management or related field
- At least 3 years' experience in Financial Management, accounting or bookkeeping
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- Very good knowledge in QuickBooks and other accounting applications
- Be able to communicate effectively and professionally in Khmer and English both in writing and speaking
- Be able to communicate with people at different levels

- Be able to manage different tasks with the same deadline
- Have good office and admin management skills
- Have experience in coordinating meetings and writing minutes
- Be proactive, creative and a good team player
- Be able to work without or with minimal supervision
- Willing to learn new things

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at hr@camfeba.com or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.