

## JOB DESCRIPTION

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<b>Position Title</b>	<b>:</b>	<b>Cashier</b>
<b>Department</b>	<b>:</b>	<b>Finance</b>
<b>Report to</b>	<b>:</b>	<b>Account Receivable Accountant</b>
<b>Reportee (if any)</b>	<b>:</b>	<b>NA</b>
<b>Employer</b>	<b>:</b>	<b>University of Puthisastra</b>
<b>Location</b>	<b>:</b>	<b>Phnom Penh, Cambodia</b>

### **I. Position Summary:**

The main role is to provide cashiering and accounting support, including issue official receipts & collection payments from customers/students as well as to monitor late payments of student tuition fees and cross check with Academic Affairs.

### **II. Duties and Responsibilities:**

The overall job description below outlines the main areas of responsibilities of the Employee:

- Work closely with Academic Affairs Office to follow up student tuition fee payment
- Handle student tuition fee receivable and payment records, deferral schedules & recognized income, and monitor late payment
- Ensure that the cash collection from students is accurate and in accordance with sales invoice, and the sales policies
- Prepare daily & monthly cash reports to Accounting Officer – General Cashier & Income
- Communicate the UP student fee policies and procedures to students
- Be able to bring payment to hospital when needed
- Maintenance a good filing system, including soft and hard copies, in accordance with the retention policies of the UP; Stamp “PAID” on all paid vouchers and its supported documentation (including invoices and other relevant supported documents) to avoid initiating of a new payment

### **III. Minimum Qualifications and Requirements:**

#### **2. Experience:**

- At least one year experience as a cashier or related field.
- Experience in using SAGE ERP System will be an advantage.

#### **3. Education:**

- Bachelor’s Degree of Accounting, Business Administration or equivalent

**4. Skills/Competencies:**

- Knowledge in relevant computer software such as Advance Excel, SAGE ERP System
- Good computer skills: MS Office, Internet and Email
- Good command of English and Khmer : both written and spoken

**5. Personal Quality**

- Attention to detail and accuracy
- Honest and high responsibility
- Be a good team player.