

JOB DESCRIPTION

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| Position Title | : | Fixed Assets and Inventory Accountant |
| Department | : | Finance |
| Report to | : | Chief Accountant |
| Reportee (if any) | : | N/A |
| Employer | : | University of Puthisastra Co.,Ltd |
| Location | : | Phnom Penh, Cambodia |

I. Position Summary:

Fixed Assets and Inventory Accountant, work closely with staff of the finance department, admin department, purchasing department and other department heads to assist and provide management support over the control of Fixed Assets and coordinates during audits.

II. Duties and Responsibilities:

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

1. Inventory Control

- Post invoice of inventory into Odoo system (date, descriptions, reference number, amount, account code, inventory code, etc.) are accuracy
- Work closely with relevant stock controller of each department to collect report of monthly inventory use for posting in Odoo
- Perform monthly inventory reconcile
- Update code and Update items price for new inventory
- Coordinate with relevant stock controller to arrange and perform physical inventory counts on a regular basis, four time a year
- Work closely with stock controller to locate and dispose of obsolete and/or damaged inventories, and propose provisions for loss value of inventory after each count

2. Fixed Assets

- Post invoice of Fixed Asset into Odoo system (date, descriptions, reference number, amount, account code, etc.) are accuracy base on Fixed Asset policy
- Coordinate with relevant departments to arrange and perform Fixed Asset counts one time a year
- Update Fixed Asset into Excel File list

- Create FA Code and tag
- Prepare monthly depreciation of fixed asset
- Perform monthly Fixed Asset reconciliation
- Assign and prepare asset numbers, stickers and tag them to new fixed assets
- Maintain and keep a good filing both hard and soft documents of inventory and fixed assets in accordance with retention schedules
- Perform other assignments as requested by accounting supervisor and Finance Director

III. Minimum Qualifications and Requirements:

2. Experience:

- At least 2-year experience in the field of Stock control, Fixed Assets
- Knowledge in Computer Word and Advanced Excel;
- Knowledge/experience of Sage ERP inventory, AP, GL and Fixed asset would be an asset;

3. Education:

- Bachelor Degree in Accounting and Finance or other equivalent

4. Skills/Competencies:

- Good written and spoken English
- Accurate documentation and reporting skills.
- Ability to work independently while also functioning as a member of a team.

5. Personal Quality

- Good attitude and behaviour
- Be able to work well in a team