

JOB DESCRIPTION

Position Title	:	Cashier
Department	:	Finance
Report to	:	Accounting Supervisor
Reportee (if any)	:	NA
Employer	:	University of Puthisastra Co.,Ltd
Location	:	Phnom Penh, Cambodia

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:

- Handle student payment in UPERP – student management system in accordance with sales invoice, and the sales policies
- 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 Finance
- Work closely with Academic Office to follow up student tuition fee payment and student report
- Handle student tuition fee receivable and payment records, deferral schedules & recognized income, and monitor late payment.
- Communicate the UP-student fee policies and procedures to students
- 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.
- Other work requires by management
- Daily cash received and check report from dental hospital 1 & 2, Pharmacy and Medicine

III. Minimum Qualifications and Requirements:

1. Experience:

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

2. Education:

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

3. Skills/Competencies:

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

4. Personal Quality

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