

JOB DESCRIPTION

Position Title	:	Assistant 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:

Assistant Accountant, work closely and supporting to the finance team for day-to day of financial tasks and supporting other administrative works.

II. Duties and Responsibilities:

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

- Assist AP accountant for daily booking the transaction in to Odoo system on time
- Help to received invoice from procurement, facilities and others departments
- Contact to vender for collect the payments
- Provide the payments to venders
- Follow up each staff to clear the cash advance for mission and cash advance purchase on time
- Check supporting documents of cash advance clearing to make sure it accurately
- Other outside work requirement (Pay EDC, Water and others)
- Help to filling daily finance documents
- Assist Finance team for day to day of financial task
- Other work requires by management

III. Minimum Qualifications and Requirements:

1. Experience:

- At least one year experience in accountant
- Knowledge in Computer such as Word, Excel and other accounting software

2. Education:

- Bachelor Degree in Accounting and Finance or another equivalent

3. 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.

4. Personal Quality

- Good attitude and behaviour
- Be able to work well in a team
- Attention to detail and accuracy
- Ability to multitask
- Good communication skills