

JOB OPPORTUNITY

Phare Ponleu Selpak (PPS) or “The Brightness of the Arts” is a non-profit Cambodian Association improving the lives of children, young adults, and their families with art schools, educational programs, and social support since 1994.

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of **Cashier** to be based in Battambang province.

Job Title: Cashier | **Reports to:** Accounting Supervisor.
Employment type: Full-time, 40 hours/week; 1-year contract
Location & Mobility: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

Position Summary:

The cashier works under the direct supervision of the Accounting Supervisor, and the position undertakes payments in cash and bank, ensures the effective management of petty cash systems, maintains bookkeeping records, and ensures timely payments are made to PPS staff, artists, students, volunteers, partners and suppliers.

Main Duties and Responsibilities:

1. Ensure payments in cash and bank is implemented as required and following PPS’s financial policies, donor guidelines, and vendor contracts.
2. Maintain high level accuracy in preparing bank transfer, issuing Cheques and cash payment.
3. Handle transactions at PPS banking partners following PPS & Bank policies.
4. Keying payment vouchers into cash book and bank book and ensure the cash closing balances reconcile with the cash at hand. Immediately report any discrepancy in cash to the supervisor.
5. Undertake timely filing of all vouchers produced at PPS.
6. Maintain the daily/monthly record of the exchange rates and ensure the exchange rate used for daily transactions (cash and bank) is correct.
7. Maintain relationship with PPS banking partners.
8. Read and become familiar with PPS finance policies, procedures and guidelines as they relate to the duties of a cashier.

9. Become familiar with the responsibilities and activities of the Accounting Supervisor so that s/he is able to take responsibility of his/her duties in case of absence.

10. Promote a safe and secure work environment.

11. Other duties as assigned by the supervisor and/or the Manager of Accounting.

Qualifications and skills Requirements:

- A bachelor's degree in accounting/finance.
- Minimum 1 year of work experience as cashier.
- Fluent in written and spoken English
- Advanced knowledge of MS Office and the internet
- Be able to operate all necessary equipment to perform the job
- Strong interpersonal, communication, and organization skills
- Ability to prioritize tasks and manage time wisely in a fast-paced environment
- Communicate in a clear, concise, understandable manner, and listen attentively to others.
- Be able to work a flexible schedule based on business needs that includes, evenings, some weekends and some holidays.
- Self-starter attitude with the ability to multitasking and meeting deadlines
- Client service attitude

Please submit your application with detailed CV and recent photo to PPS through contact below
by May 29, 2020 before 6:00PM

Attention: HRM

Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or

sareth.k@phareps.org

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPS child protection policy & code of conduct, and
Adherence to the values and missions of Phare Ponleu Selpak.