



## JOB OPPORTUNITY

Phare Ponleu Selpak (PPS) started in 1995 is a not-for-profit Cambodian registered organization, offering children and youth unique opportunities in their lives to develop themselves and their families through visual art, graphic design, animation, music, theatre, dance and circus training, social support and general education.

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

**Job Title:** Accounting Staff | **Reports to:** Finance Manager  
**Employment type:** Full-time, 40 hours/week; 1-year contract  
**Location & Mobility:** Based in Battambang, Cambodia.

### Position Description:

Under supervision of the Finance manager, the Accounting Staff is responsible for timely recording, classifying, and reviewing all accounting transactions and proper preparing vouchers with the correct Chart of Accounts (COA), correcting budget code & class, and ensuring accuracy and compliance with accounting policy, and donors requirements.

### Duties and Responsibilities:

- Reviews daily & timely request supporting documents and prepares accounting vouchers before input into QuickBook Accounting system.
- Ensure that all accounting transactions is recorded accurately, with correct chart of accounts, correct budget code, correct class and funding.
- Works closely with cahier for daily cash reconciliation.
- Assists to prepare commercial invoices to clients.
- Assists to manage A/R & A/P and conducts regular meeting to monitor A/R & A/P aging reports.
- Reviews weekly accounting transactions against vouchers.
- Works closely with cashier and coordinates request for payments.
- Reviews and reconciles weekly petty cash replenishment from schools & departments.
- Assists accounting supervisor with month-end closing.
- Ans perform other tasks assigned by the Finance Manager and/or Accounting Supervisor

### Qualifications Requirements:

- At least 1 year working experiences in handling accounts for NGOs or Social Enterprise.
- University degree in Finance & banking or related field
- Computer literacy (MS Office, and related Accounting Software)
- Experienced in handling accounts using QuickBooks Accounting System and Excel spreadsheet
- Strong communications skills



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Phare Ponleu Selpak

- Good attitudes and interpersonal skills
- Good knowledge of English both speaking and writing
- Good organizational skills
- The ability to stay calm under pressure and meet tight deadlines
- The ability to keep objectives and goals firmly in sight
- Adherence to the values and missions of Phare Ponleu Selpak
- Ability to work effectively under pressure

Please submit your application with detailed CV and recent photo to PPSA through contact below by February 20, 2019 before 6:00PM

Attention: HRM

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

Or

[sareth.k@phareps.org](mailto:sareth.k@phareps.org) and [marianne.m@phareps.org](mailto:marianne.m@phareps.org)

Short-listed candidates only will be contacted for interview.

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