



SILAKA Job Description

CLOSE-GAP Project Accounting Officer

Position Title	CLOSE-GAP Accountant	Over all Responsibilities
Responsible to	Finance Supervisor	S/he is responsible for conducting the day to day accounting practices in accordance with SILAKA financial management policy and guideline, especially with USAID fund. S/he is ensuring effective support to the project. S/he is required to travel to province as needed by project staff.

Monthly salary range: \$350 – \$400

Details duties and tasks:

1. Reviewing all the expenses submitted by the project staff.
2. Handling petty cash in both US Dollar and Riel cash.
3. Translate and enter all financial transactions into Excel Spreadsheet
4. Arranging payments to staff and vendors and NGOs as reviewed by Project Coordinator/Project Director and approved by Executive Director (ED).
5. Reviewing invoices, travel expenses and reconciling the travel expenses made by project staff
6. Conduct periodic surprised verification with vendors
7. Maintaining up-to-date financial records and filing.
8. Check all financial documents from partners and staffs to make sure they have proper receipts with stamp paid and applied with policy;
9. Prepare transfer sheet, deposit and withdrawal slip voucher to Grant & Finance Management Officer for review and send to Finance Supervisor for verifying;
10. Go to bank to process bank transaction, take bank statement, credit advice and debit advice;
11. Entries monthly cash book in Riels and convert to USD;
12. Accurately and efficiently operate cash registers and prepare monthly closing cash book and cash count;
13. Collaborate with other departments when have missing document;
14. Maintain correct cash balances at cash registers;

15. Prepare monthly tax on salary, office rental and NSSF and go to bank to process payment and submit document to tax department and NSSF;
16. Write staff advance on broad and monitor staff advance and settlement and then alert to them before the cutoff date of 5 working days;
17. Collaborate with auditor to perform audit;
18. Count fixed assets two time per year with admin department;
19. Carry out other financial tasks identified by the FS.

Qualification:

1. Graduated bachelor degree in accounting field or equivalent experience.
2. Basic computer management and MS Office experience, especially in Excel & QuickBooks
3. Proven ability in spoken and written in English
4. Ability to work well with project staff, government counterpart, and other development agencies
5. Experiences in similar position at least 2 years;
6. Has good track record of honesty, organized, good working ethics and interpersonal relation;
7. Good command of English and Khmer;
8. Experiences in basic accounting and bookkeeping;
9. Good interpersonal relationship skills;
10. Eager to learn and share
11. Able to work under pressure and off working hours as needed; and
12. Others as assigned by supervisor.

ADDITIONAL INFORMATION

1. SILAKA does not charge a fee at any stage of the recruitment process (application, interview, processing).
2. SILAKA is committed to non-discrimination and sexual harassment free workplace.
3. Women are strongly encouraged to apply.
4. For other issues, visit the SILAKA employment website: www.silaka.org

To apply for the position, please send in cover letter, with a filled SILAKA job application form, and a most update CV to silaka@silaka.org until position is/are filled. Short list of applicants will be notified. Only shortlisted candidates will be contacted for the job interview. Successful applicants should be able to start working **as soon as possible**.