



SILAKA Job Description

Project Accounting Officer

Division/Department:	Finance		
Location:	Phnom Penh Office		
Job Title:	Project Accounting Officer		
Report to:	Tit Nita	Title:	Finance Supervisor
Salary:	Monthly Salary Range \$350-\$400		
GENERAL DESCRIPTION			
<p>The Project Accounting Officer is responsible for conducting the day to day accounting practices in accordance with SILAKA financial management policy and guideline, especially 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.</p>			
ESSENTIAL JOB FUNCTIONS			
<ul style="list-style-type: none"> • Reviewing all the expenses submitted by the project staff. • Handling petty cash in both US Dollar and Riel cash. • Translate and enter all financial transactions into Excel Spreadsheet • Arranging payments to staff and vendors and NGOs as reviewed by Project Coordinator/Project Director and approved by Executive Director (ED). • Reviewing invoices, travel expenses and reconciling the travel expenses made by project staff • Conduct periodic surprised verification with vendors • Maintaining up-to-date financial records and filing. • Check all financial documents from partners and staffs to make sure they have proper receipts with stamp paid and applied with policy; • Prepare transfer sheet, deposit and withdrawal slip voucher to Grant & Finance Management Officer for review and send to Finance Supervisor for verifying; • Go to bank to process bank transaction, take bank statement, credit advice and debit advice; • Entries monthly cash book in Riels and convert to USD; • Accurately and efficiently operate cash registers and prepare monthly closing cash book and cash count; • Collaborate with other departments when have missing document; • Maintain correct cash balances at cash registers; • Prepare monthly tax on salary, office rental and NSSF and go to bank to process payment and submit document to tax department and NSSF; • Write staff advance on broad and monitor staff advance and settlement and then alert to them before the cut off date of 5 working days; • Collaborate with auditor to perform audit; 			

<ul style="list-style-type: none"> • Count fixed assets two time per year with admin department; • Carry out other financial tasks identified by the FS.
QUALIFICATION
<ul style="list-style-type: none"> • Graduated bachelor degree in accounting field or equivalent experience. • Basic computer management and MS Office experience, especially in Excel & QuickBooks • Proven ability in spoken and written in English • Ability to work well with project staff, government counterpart, and other development agencies • Experiences in similar position at least 2 years; • Has good track record of honesty, organized, good working ethics and interpersonal relation; • Good command of English and Khmer; • Experiences in basic accounting and bookkeeping; • Good interpersonal relationship skills; • Eager to learn and share • Able to work under pressure and off working hours as needed; and • Others as assigned by supervisor.

To apply for the position, please send in cover letter, with a filled SILAKA job application form, and a most updated CV to silaka@silaka.org by **October 31, 2018** or until position is/are filled. Short list of applicants will be notified by the mid of November 2018. Successful applicants should be able to start working by the beginning of December 2018.

