### SILAKA Job Description

**Project Accounting Officer**

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<table>
<thead>
<tr>
<th>Division/Department:</th>
<th>Finance</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Phnom Penh Office</td>
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<tr>
<td>Job Title:</td>
<td>Project Accounting Officer</td>
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<tr>
<td>Report to:</td>
<td>Tit Nita</td>
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<tr>
<td>Salary:</td>
<td>Monthly Salary Range $350-$400</td>
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#### GENERAL DESCRIPTION

The **Project Accounting Officer** 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.

#### ESSENTIAL JOB FUNCTIONS

- 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 Riel 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.
Job description for Project Accountant

- Count fixed assets two time per year with admin department;
- Carry out other financial tasks identified by the FS.

**QUALIFICATION**

- 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.