



SILAKA Job Description

Project Accounting Officer

As of Aug 8, 2018

Division/Department	Finance		
Location	Phnom Penh Office		
Job Title	Project Accounting Officer		
Reports to:	Tit Nita	<i>Title:</i>	Finance Supervisor
Supervising staff	None Monthly Salary range: \$350-400	<i>Title:</i>	Finance Supervisor

GENERAL DESCRIPTION

The **Project Accounting Officer** is responsible for conducting day to day accounting practices in accordance with the SILAKA financial management policy and donor guideline, especially USAID fund. S/he is ensuring effective support to the project. 30% of his/her time is required to travel to province as requested by project staff.

ESSENTIAL JOB FUNCTIONS

- Reviewing all the expenses submitted by the project staff.
- Handling 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
- 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 on staff advance and settlement and then alert to them if it is over date;
- Collaborate with auditor to perform audit;
- Count fixed assets two time per year with admin department;
- Carry out other financial tasks identified by the FS.

WORK EXPERIENCE REQUIREMENTS

Division/Department	Finance		
Location	Phnom Penh Office		
Job Title	Project Accounting Officer		
Reports to:	Tit Nita	<i>Title:</i>	Finance Supervisor
<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 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • Graduated bachelor degree in accounting field or equivalent experience. 			
REVIEWED BY	Ms. Tit Nita	<i>Title</i>	Finance Supervisor
APPROVED BY	Mrs. Thida Khus	<i>Title</i>	Executive Director
DATE POSTED	02 August, 2018		
DATE HIRED	September, 2018		

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 by August 31, 2018 or until position is/are filled. Short list of applicants will be notified by the mid of September 2018. Successful applicants should be able to start working by the beginning of October 2018.