



Job Description for Financial Officer

Overall Responsibilities:

Performs a variety of accounting activities relate to the computes; classifies; and records transactions into the organization's financial accounting systems. Checks all transactions to identify and resolve all discrepancies.

Essential Job responsibilities:

- Assist review financial document to make sure have proper receipts and apply with policy;
- Posting all vouchers into accounting system with stamp post,
- Prepare draft annual operational budget for organization,
- Assist to prepare financial report for donors;
- Update bank book register for all donors in excel sheet on a monthly basis;
- Prepare monthly financial report and bank reconciliation send to Finance Supervisor to verify;
- Write vouchers, cheque, bank slip on time for Finance Supervisor verifies;
- Go to bank to process bank transaction during the absence of the accountant;
- Follow up with accountant to monitor on staff advance and settlement, follow up all accrue expense;
- Meeting with team to discuss work plan and solve financial problem;
- Prepare monthly staff payroll, Staff Retirement and Pay slip for all staff to sign and submit to Finance Supervisor for review.
- Collaborate with auditor in performing audit;
- Orientation to new staff about the procedure of payment, fund request and SILAKA policy;
- Prepared check list on staff benefit and salary tax in excel with system for audit and reconcile fixed assets with administration;
- Entry staff salary into Journal Book (Requirement of ministry of Labor and vocational training)
- Manage data in system and back up data to store in hard disk,
- Other tasks as assigned by Finance Supervisor

Work and Education requirements:

- Two-year college with in accounting, business, or equivalent experience.
- Ability to use basic excel and QuickBooks for accounting.
- Proven of history of honesty and reliable;
- Must show reliability and take responsibility seriously;
- Knowledge of both English and Khmer, including basic typing;
- Ability to translate policy and procedure into practice;
- Good interpersonal relationship with members of team;
- Ability to meet deadlines and produce financial report;
- Other responsibilities as assigned by Finance Supervisor
- Accountable to Finance Supervisor

Salary between \$300- \$450