



## JOB ANNOUNCEMENT

Habitat for Humanity International in Cambodia, a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFHI Cambodia has assisted over 22,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. We are currently seeking a high qualified candidate to fill in the position of **Account Officer** based in **Phnom Penh** with extensive travel to project areas.

### Job Responsibilities:

1. Data entry all business transaction on daily basic.
2. Receive money from staff settlement and partners and deposit into the bank for daily basic.
3. Prepare Vouchers as needed.
4. Follow up all Regine Asia Pacific account, especially In-country cost.
5. Maintain fund received from Donor, Global Village and Regine Asia Pacific Office.
6. Assist Finance Manager to maintain and reconcile balance sheet (Liability)
7. Assist Finance Manager to Preparing project sharing cost on monthly basic.
8. Reconcile SOH for reported by programs.
9. Prepare transfer notification send to Regine Asia Pacific Office.
10. Prepare and maintain HFHIC business invoice.
11. Assist Finance Manager to maintain bank close/open or any letter related to the bank.
12. Perform other duties as assigned.

### Job Requirements:

1. Uphold and fully commitment to Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Bachelor degree in finance or accounting plus at least three years of work experience in finance or accounting with International NGOs.
3. Proficient in Ms. Word and Excel, Spreadsheet, PowerPoint, Outlook and the Internet. Knowledge of SUN system accounting software is an advantage.
4. Good command of English. Good communication and presentation skills.
5. Good analytical skills, good judgment and must be accurate.
6. Self-motivated, possesses a positive outlook, flexible and able to work without close supervision and under pressure.
7. Outstanding organizational skill, excellent team player, creative and out-going.
8. Cross cultural management and team building skills. Willing to work in a diverse team in different locations.
9. Must possess a valid driving license. Be able to travel to field locations when necessary.

### How to Apply:

Interested candidates should apply with a completed **Application Form**, **updated CV** and **Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: [job@habitatcambodia.org](mailto:job@habitatcambodia.org) by **6 September 2019**.