

Habitat for Humanity Cambodia

Job Description

Name of Position	Account Officer
Job Grade/Class	N/A
Current Holder	Vacancy
Based at (Location)	Phnom Penh, with required travel to field locations
Reports To	Finance Manager
Direct Subordinates	N/A
Assets under Control	To be specified

Core Functions Account Officer is responsible to assist Finance Manager in:

- Data entry into accounting system for all transaction in PP
- Maintain fund received form donor and AP
- Maintain and reconciliation balance sheet. (Liability)
- Implementation of policies and procedures, strengthening the internal controls, general tasks such as tax matters and inventory control.

Main Tasks

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 AP account, especially In-country cost.
5. Maintain fund received from Donor, GV and AP
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 AP.
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.

Authorities and Authority Limits Does not have authority to sign the cheques or approve payments.

Deliverables/ Performance Measurement Indicators

1. Business transaction data are submitted timely and accurately.
2. Finance and other non-finance staff understand and follow the finance policies and procedures. DoA matrix and SoD matrix fully implemented.
3. Fund received are trucking accurately and update.

Skills/Attribute and Experience

1. Full 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.