



Canadian International School of Phnom Penh

Position Posting

### **Senior Accountant**

Posting Date: November 8, 2021

Closing Date: December 8, 2021

Start Date: Immediate

Reports to: Accounting and Financial Controller

Campuses: Koh Pich

### **Position Summary**

CIS seeks exceptional candidates for the position of Senior Accountant. The successful candidate will join a busy team of four finance professionals based at CIS's Koh Pich campus. The candidate will provide efficient day-to-day accountancy services to support effective and compliant business operations. This position would be suitable for someone with some accountancy experience who is keen to learn and progress in the field. Working hours are Monday to Friday, plus half-days on Saturday twice per month.

### **Responsibilities**

- Recalculate all amounts on invoices; make sure all supporting documents (Purchase Requisition (PR), Purchase Order (PO), price comparison, Delivery Note, etc.) have been approved within the authorized limits and have been attached
- Clarify any unusual or questionable invoice items or prices
- Prepare Payment Advice (PA) forms and submit them to the Chief Accountant and Head of School for review and signature
- Prepare Payment Voucher (PV) forms and submit them to the Group Deputy Head of Finance & Board for review and signature
- Keep track of all payments and expenditures
- Update the Budget Control List for professional development (PD) expenditures, class budget requests, and the marketing budget
- Prepare and process payments before due dates
- Maintain vendor files (Supplier Payment Authorized Form-SPAF)
- Maintain all payment information records
- Submit monthly tax returns to two tax departments
- Fill out all forms and process documents in an orderly and proper manner
- Prepare inventory reports for student and staff uniforms, backpacks, caps, mugs, etc.
- Assist with internal and external audits
- Undertake other tasks as assigned by the Group Deputy Head and Chief Accountant

### **Qualifications and Experience**

- Bachelor's degree in finance and accounting
- At least 2 years of experience in accounting preferred

**Knowledge, Competencies and Attributes**

- Proficient in written and spoken English
- Proficient in MS Office, internet use and email
- Strong interpersonal and communication skills
- A positive personality, can-do attitude and willingness to learn

**Compensation and Benefits**

A competitive salary will be offered commensurate with experience and qualifications.

**Application Instructions**

Qualified candidates are invited to submit their CV and cover letter to [applytoCIS@cisp.edu.kh](mailto:applytoCIS@cisp.edu.kh).