

Position: Office Junior, Accounting Admin

- **Category:** Banking / Finance, Accounting
- **Schedule:** Full-time
- **Salary:** N/A
- **Location:** Phnom Penh

Duties

- Prepare, send, and store invoices, accounting vouchers, and other accounting documents
- Contact customers and issue reminders to ensure timely payments
- Identify and correct inconsistencies
- Update internal accounting databases and spreadsheets
- Maintain correct coding, invoicing management, and documentation of all procedures and systems
- Keep track of all papers and bills, as well as meeting minutes
- Assist accountants with financial data and report preparation
- Process administrative functions in general
- Assist the finance & accounting department as needed

Requirement

- Successfully finished Grade 12 exam or pursuing a university degree
- High degree of accuracy and attention to detail
- Good communication, attitude, and interpersonal skill
- Fast learner, efficient work, able to work under pressure, and highly responsibility
- Willing to work hard and have flexibility in working hours, multitask and prioritize daily workload