

## **Job Opportunity**

VNK Corporation provides products and services to our clients such as trading Baby consumption products and trading other quality consumption products. The products we trade are not focusing only on profit but we need to make sure the products are of quality for our people.

To expand our services, we are seeking for qualified candidates to fulfill the below position:

### **Accountant**

#### **Job Duties:**

- Checking, verifying and bookkeeping the day-to-day transactions of the company in QuickBooks system
- Checking and verifying invoices and quotations from suppliers to apply the taxation requirement
- Making monthly, quarterly and annually financial report
- Preparing monthly payroll of the company with taxation obligation
- Managing and collecting the account receivable and deposit in the bank and manage it effectively and efficiently
- Reviewing all payments requested by respective departments before submitting to management for approval
- Preparing reconciliation report such as cash, asset, liabilities, bank cheques, fixed asset
- Filing and maintaining accounting documents in proper file and place
- Assisting develop operating manual and procedure
- Assisting review financial reports ensure accurate and reliable
- Other assigned tasks

#### **Job Requirements:**

- Bachelor degree in Finance, Accounting, Banking, Business Management or related field
- At least 2 years' experience in accounting or bookkeeping
- Very good knowledge in QuickBooks and other accounting applications
- Excellent computer skills and proficient in excel, word, outlook, and access

- Be able to communicate effectively and professionally in Khmer and English both in writing and speaking
- Be able to communicate with people at different levels
- Be able to manage different tasks with the same deadline
- Have good office and admin management skills
- Be proactive, creative and a good team player
- Be able to work without or with minimal supervision

**How to apply:** Submit your CV to email: [Career@vnkcorporation.com](mailto:Career@vnkcorporation.com)

Should you have any clarifications, please contact (855) 11 22 00 98.

**Address:** Building 827, street 2004, Sangkat Teuk Thla, Khan Sen Sok, Phnom Penh, Cambodia.