

# Accounting Supervisor

## JOB DESCRIPTION

### Position Summary

Reporting to Accounting Manager, this role is responsible for an effective and efficient operation within the department including overall coordination of team activities, timely and accurately reporting of accounting and financial information and leading team to achieve departmental goal.

### You will:

- Ensure all transactions have correct documentation and are recorded in the correct accounting period
- Ensure bank and cash book are up to date and in line with accounting system including periodic cash count
- Review monthly bank reconciliation statements for all bank accounts
- Ensure effective internal control procedures over fixed asset management and review depreciation
- Review monthly AR/AP reconciliation and aging report to verify outstanding balance are correct and ensure prompt follow-up
- Control transactions with related parties and company as well as review monthly reconciliation report for all project companies
- Review general ledger in system monthly to ensure accuracy and correctness
- Assist in leading monthly & yearly account closing activity in a timely manner
- Actively review & propose changes as required to both accounting and financial policies and procedures to ensure strong internal compliance
- Keep company information secured by strictly complying with company information and confidentiality policies
- Assist Tax manager to prepare and submit monthly and annual tax declaration
- Assist in dealing with internal and external audit including tax audit
- Assist in preparing for budget and forecasting for all projects
- Being able to guide and coach team members
- Perform other tasks as required

### What you have:

- At least 3-years of supervisory role
- Demonstrated 4 years of hands-on operational accounting experience
- Knowledge related to operation of real estate industry is a plus
- University graduate with major in Accounting or Finance
- Knowledge related to tax, ERP software, QuickBooks, etc.
- Numerical, accurate and analytical
- Project and task management skills
- Detail and result oriented with good organizational skills
- Good communication both in Khmer & English
- Be able to adapt in a challenging and fast-paced environment
- Proficient in Microsoft Office