



JOB ANNOUNCEMENT

Cambodia Airports develops and manages Cambodia's network of international airports located in Phnom Penh, Siem Reap, and Sihanoukville. Its teams plan and design the development of airport infrastructure, build and maintain the facilities, handle commercial activities and provides services to stakeholders, including The Royal Government of Cambodia, passengers, airlines, and tenants.

Since its inception in 1995, Cambodia Airports has generated immense economic and social benefits for Cambodia by connecting the country to the world. Its leadership in airport development and operations translates in advanced working environment, staff benefit, and Corporate Social Responsibility policies.

Currently, we are seeking potential candidates to fill the positions of **Account Supervisor** at one of the three international airports below.

Position: Account Supervisor (01 position)

Location: Phnom Penh International Airport

General Responsibilities:

To assist Account Payable Team for all matters under his/her management such as to work effectively on his/her behalf and coordinating with finance team and other departments for monthly account closing. The **Account Supervisor** is responsible for:

- Record A/P invoices to ACPACC after receiving from both BU and HQ departments with approval
- Close a/c for month end to be done before 6th beginning of the month (record all misc invoices, contractual suppliers, fuel genset, Telephone, medical...etc.).
- Prepare ISO report for end of the month.
- Reconcile the balance of A/P accrued account.
- Review all aging and accounting after closing account.
- Coordinate, manage and follow up prioritized payment with deadline (EDC, water, ops services and Excom accommodation...).
- Supervise and manage invoices for taxes declaration.
- Perform bank reconciliation to be done before 4th beginning of the month.
- Facilitate and coordinate with auditors both internal & external.
- Handle and process managers' travelling claim.
- Keep all confidential information which comes to know or interact with in very high and strict manner.

Requirements:

- Cambodian legal working age
- Bachelor's Degree majoring in Finance and Accounting or other related field
- Minimum 2 years of experience in the related field
- Certificate or experience in accounting field is a plus
- Computer proficiency: Microsoft office, Advance Excel, Access and familiar with
- airport accounting systems is a plus
- A good command of both writing and speaking English and Khmer, other languages is a plus
- Ability to work under pressure to meet specific deadlines
- Good interpersonal and communication skills
- Loyal, confident, and highly motivated person
- Can-do attitude

Deadline: 14th June 2019

Interested applicants should submit CV and cover letter to:

Phnom Penh International Airport
Administrative Building
PO Box 1256 – National Road N^o 4

Or contract through **Email:**
Telephone:

career@cambodia-airports.aero
[023 862 800, extension number: 1312](tel:023862800)

Only short-listed candidates will be contacted for an interview.