



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Senior Officer, Clearing & Settlement

Based in Phnom Penh, Cambodia.

Responsibilities

- Develop procedures and guidelines to implement the transaction clearing, reconciliation, and settlement.
- Handle and responsible for daily accounting activity, bookkeeping, and GL raising, balancing and reconciliation, and processing posting journal entry into the system of issuing and acquiring transactions.
- Perform daily incoming and outgoing transaction reconciliation for card spending, POS acquiring sale, and ATM sale transactions with the payment network.
- Reconcile and verify the daily transactions posted under End of Day processing run to ensure all cardholder transactions, fees and charges, and other miscellaneous transactions are posted accurately cardholder and general ledger.
- Monitor monthly actual Card Center perform against budget planning work closely with sales team to achieve budget.
- Process outgoing fulfillment, retrieval request, chargeback, representment, and other dispute activity under CSS, Visa, and other scheme dispute resolution process and rules for issuing and acquiring.
- Manage and ensure the daily financial activities are done and properly closed without unbalanced and errors of transaction recording.
- Verify and process all related payments and expenses under Card Centre and before payment is made by the banking Finance Department.
- Perform transaction receipt debit and credit adjustment related to cardholder, merchant, and others upon approval.
- Card financial reporting.
- Other tasks assigned by Unit Manager from time to time.

Qualifications

- Degree or relevant professional qualification in Accounting, Banking & Finance, Economics or Management; or other related skills.
- At least 4-year experience in banking or related field.
- Sound knowledge in accounting flow of card business within the financial institution.
- Ability to do multi-task and strong organization skills is essential.
- Good Communication skill and strong team player.

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>