



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Officer, Payment and Accounting

Based in Phnom Penh, Cambodia.

Responsibilities

- Prepare, manage all priority duties are done on time
- Check verification payment and settlement request before release payment to supplier such as invoice, delivery note, contract/PO, quotation, and requisition
- Book and track transaction payment settlement in system
- Classification transaction and cost allocation to branches operation direct cost and classified to chart of account of the bank.
- Inform to suppliers and relevant party about payments that we have settled in account with Sathapana and other banks
- Reconcile GL Account payment, accrued, prepayment and advance account
- Assist team to verifying transaction EOD, EOM and EOY
- Maintain all payment documents in safety place and in chronological order

Qualifications

- Bachelor's degree in Banking& Finance, Accounting, or other related fields
- At least 2 years working experience in Accounting, Finance in the bank or Micro Finance sector
- Good understanding of Cambodian banking rules and procedures
- Personal management and development ability
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

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/>