



**ធនាគារ ស្ថាបនា**  
SATHAPANA BANK

## Officer, Accounting Support

Based in Phnom Penh, Cambodia

### Responsibilities

- Perform the Procedure for End of Month
- Provide support of accounting issues to branches
- Check daily for all GL Suspense Account- for incorrect balances in order to examined and fixed the issue that related with Wrongly Adjustment and excess or shortage of balance teller
- Check Daily for all GL Expenses makes sure that the GL Code are proper used with new chart of account
- Check Daily for Detail Balance Mismatch and supporting for Data Entry
- Check Monthly for Pre-End of Month of GL Employee Benefits, Prepaid, Advance, and accrual
- After End of Monthly checking the balance of General and Specific Provision, CBC fees, Unearned Income, and Interest in suspense, compare between GL Account and Customer Account
- Check and Verify documents support related to Accounting transactions
- Prepare Monthly Finding Report for End of Month
- Check Loan balance between TB and Loan listing and movement
- Check Balance saving between TB and listing, and movement

### Qualifications

- Bachelor/ Master's degree in Business Administration, Finance and Banking and other related degrees
- At least a basic experience from banking and financial service industries, preferably in both frontline and supporting function
- Good at policy development, guidelines composition and process improvement
- Good at communication skill both written and spoken
- Ability to manage multi-task, working under pressure and able to work at the field
- Good at English and Microsoft Office (Words, Excel and PowerPoint)

### To Apply

- Interested candidates are encouraged to apply via [job@sathapana.com.kh](mailto:job@sathapana.com.kh)
- For more information, please contact us at 096 258 0666/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>