



Kingdom of Cambodia

Nation Religion King

Job Description – Accounting Officer, 2025

I. Job purpose

The Accounting Officer is a full time technical and professional experience staff of Morodok Organization works closely with FAM to manage routine Accounting and Bookkeeping tasks. She/he will take overall responsible for accounting and bookkeeping related tasks; facilitate, coordinate and give inputs to admin and program staff on cash expenses. The Accounting Officer will manage petty cash and monitor all expenses, and perform other duties requested by the FAM to ensure well-functioning Finance unit of Morodok while responding to and reflecting on the Mission, Vision, Goals, Objectives of Morodok organization.

II. Main duties

The Accounting Officer shall carry out the duties of the position in compliance with the Morodok' s policy documents including the Personnel Policy and Regulations, the Financial Procedures Manual, and the Anti-Corruption/Conflict of Interest Policy. The main duties are:

- 1. To ensure the routine implement daily and monthly accounting and bookkeeping tasks in compliance with Morodok policies frameworks;***
- 2. To maintain accounting software (QuickBooks), account records/data entry, preparing and printing reports and documentation filing system;***
- 3. To ensure effective accounting and financial records to support Finance Unit, and build good teamwork environment and participant in general staff meetings of Morodok.***

III. Core Responsibilities

1. Implement regular accounting records

- 1.1. Prepare daily expenditure & payment process with accurate, complete information, in line with account coding system and budget approval and comply with financial procedures;
- 1.2. Holding cheque books (US\$ & Riel) and petty cash box; and ensure the petty cash advances are regularly reconciled with the petty cash account and balanced regularly (at least monthly);
- 1.3. Monitor Petty Cash is used for minor expenditure incurred for project purposes including travel per diems, minor expenses on meeting, training seminars and small office supplies and other miscellaneous small cash expenses;
- 1.4. Prepare all expenses vouchers, providing and clearing cash advance requests with staff and prepare other payment vouchers by cheques;
- 1.5. Checking and confirm all receipts/bills and vouchers within stamp paid, highlight total amount, signature of seller, buyer and approver etc;
- 1.6. Maintain regular registry in General Journal of all income and expenses, receipts/bills (ledger accounts); and regular weekly and monthly cash counting;
- 1.7. Prepare voucher deposit and cash withdrawal from the bank;

2. Preparing accounting reports and communication

- 2.1. Prepare ending balance, balance sheets in USD/Riels, cash count forms, reconciliation of bank accounts, reconciliation of disbursement, receipt records & disbursement records;
- 2.2. Keep track of update the year-to-date total expenses for each project; and report this with FAM and ED;
- 2.3. Prepare the monthly, quarterly, six-monthly and annual financial reports;
- 2.4. Provide inputs to FAM to prepare financial reports to donors, content letter and cover memo;
- 2.5. Provide supports to FAM to arrange funds transfer request;
- 2.6. Prepare data/information on financial statements and other supporting documents for auditing purpose;

- 2.7. Maintain funding communication through mail/email and keep track for accounting correspondent with supporting documents such as receipts/voucher and expenditures.

3. Preparing Staff Payment

- 3.1. Prepare staff pay slips information showing gross pay in each pay period, salary rates, taxes, other deduction and net pay; and documentations and submit in a timely manner;
- 3.2. Make sure that staff payroll are checked in comply with staff contract agreements and certified for payment by ED;
- 3.3. Prepare staff payroll and withholding taxes on staff salary, performance service, and prepare all payment of tax forms then paid to the official government tax department; including posting to E-filing and update to MOLVT on monthly basis.
- 3.4. Prepare payment of staff insurance to National Social Security Fund (NSSF) and others; including posting to E-filing on monthly basis.
- 3.5. Prepare proper records of staff field works, overtime and other performance related allowances and per-diem; and make sure that all payments of allowances and per diem are based on approved policy guidelines, terms and conditions or other relevant instructions.

4. Maintain accounting software & filing system

- 4.1. Operate and maintain computerized accounting system (QuickBooks software) and make sure all data is updated or back up file into other computers and external hard drive;
- 4.2. Make sure all accounting filing system in good manners with safety place (receipts, vouchers and other supporting documents); daily posting at enduring that cashbook and cash on hand are reconciled at all times.
- 4.3. Prepare payment for seniority fund for every six months.

5. Other duties

- 5.1. Participant with general staff meeting, workshop and annual retreat;
- 5.2. Participant with donor partners meeting and workshop;
- 5.3. Participant with other NGO's financial network meetings and workshops.

IV. Qualifications, Skills & Experience:

1. Willing to work long-term in a remote location;
2. A degree in accounting or related field;
3. At least 5 years experience in office accounting;
4. Knowledge of computers and computer program especially QuickBooks-accounting system and other Word-Processing;
5. Ability to work independently and Good communication and relationships with staff;
6. Good oral and written communication skills in Khmer and English;
7. Good time management, patient and responsible;