

Job Description

<p>Audi Cambodia</p> <p>Automotive Asia (Cambodia) Limited (AAC) is the sole authorized Audi distributor for Cambodia, principally engaged in the sale and service of Audi vehicles and retail of genuine Audi parts and accessories. AAC is looking for gifted individuals to join our team at our state of the art Audi Terminal, based in Phnom Penh.</p>
<p>Accounting Department</p>
<p>Area of responsibility</p> <p>The successful Audi Accountant will fill a crucial support role to the Chief Accountant, helping to ensure that AAC's strict policies on cash management and financial reporting are observed at all times.</p>
<p>Working environment</p> <ul style="list-style-type: none"> ▶ As Audi Accountant, you will work in a dynamic environment involved mainly with customers and Chief Accountant.
<p>Principal duties</p> <ul style="list-style-type: none"> ▶ Work closely with the Chief Accountant and assist with cash management duties, including wire transfers, cheque requests, deposit reviews, draws, reconciliation, ▶ Issue all receipts for all money received from the customers (Cheque or Cash), ▶ Before any payment, review accounts payable, including invoices, contracts, vouchers and purchase orders for accuracy , ▶ Prepare daily the summary report for all payments and receipts to be reviewed by Chief Accountant, ▶ Strictly follow, monitor and enforce compliance with company procedures with regards to cash handling, ▶ Assist from time to time in Fixed Assets count and Stock taking, ▶ Perform other duties as assigned by Chief Accountant, ▶ Give every customer immediate and undivided attention, follow through on all customer's questions and/or requests.
<p>Personal, vocational and educational aptitudes</p> <ul style="list-style-type: none"> ▶ At least two (2) years proven accounting and finance experience, preferably in the area of luxury goods or services. ▶ Tertiary qualifications in accounting or finance. ▶ Pre-existing familiarity with luxury brands or premium automobiles is an advantage. ▶ Ability to cooperate. ▶ Commitment and self-motivation. ▶ Systematic working manner.

- ▶ Outstanding personal grooming and appearance.
Good level of spoken English and Khmer with Chinese dialects an advantage

Miscellaneous aptitudes

- ▶ Excellent knowledge of MS Office suite, especially Excel and Word.
- ▶ Familiarity with Quickbook an advantage.

Contact details

Interested parties are requested to send their CV to Ms Nat Chanchorvy chanchorvy.nat@audi.com.kh

Where and when - your position

- ▶ Audi Showroom Phnom Penh
- ▶ Address: No.15Z, Monivong Boulevard, Corner Street 422, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Cambodia.
Tel: 023 222204
- ▶ Full time job
- ▶ Start : As soon As Possible
- ▶ Report line : Chief Accountant
- ▶ Contact : Ms Nat Chanchorvy, Chief Accountant
- ▶ Deadline: 31 Dec 15