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Established over 20 years ago, Comin Khmere is the market leading Mechanical & Electrical (M&E) Engineering Solutions provider in Cambodia. We employ over 1000 staff within Cambodia in M&E construction projects, power transmission & distribution, M&E equipment maintenance and building facilities management as well as sales and aftersales of associated products and technology.

Comin has operations in several countries in the Mekong region and is part of RMA Group with diverse businesses in many developing markets within Asia and beyond.

## Accountant

### Key Responsibilities

- Issue and follow up invoices, debit notes, and credit notes to customers.
- Follow up cash collection.
- In charge of petty cash payment.
- Arrange cash collection schedule from customers for PCSC messengers.
- Prepare payment to suppliers.
- Prepare monthly payroll payment (by cash).
- Prepare monthly NSSF.
- Conduct/observe monthly stock count.
- Perform other relevant tasks as required by Supervisor.

### Education Knowledge and Experience

- Bachelor Degree in accounting or other related fields.
- 1-2 years experiences in accounting or related fields.
- Good communication skills & committed to work.
- Good relationship with teamwork.
- Good English in both writing and speaking.
- Good knowledge in the computer literate MS Office and Accounting software.

Interested candidates are invited to submit CV & cover letter in English to [ck.hr@comin.com.kh](mailto:ck.hr@comin.com.kh) no later than October 20, 2018. You may also contact us on Tel: 095 666 901. Your application should include details of your expected salary.

