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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.

Junior Accountant

Key Responsibilities

- To maintain projects registration process.
- To maintain invoices issuance process and record into accounting system.
- To maintain payment process and record into accounting system.
- To ensure proper document filing.
- To ensure correctness of the accounting records by doing the accounts reconciliation.
- To generate accounting reports such as AR and AP ageing.
- To communicate with other staff in English for documents or explanation needed.
- To perform other relevant tasks as required by Supervisor.

Education Knowledge and Experience

- Bachelor Degree in accounting or other related fields.
- Experience in accounting.
- Interpersonal skill.
- Communication skill.
- Organization skill.
- Computer literacy especially MS Office.
- English literacy.
- Fast learner.

Interested candidates are invited to submit CV & cover letter in English to ck.hr@comin.com.kh no later than August 19, 2017. You may also contact us on Tel: 095 666 901. Your application should include details of your current salary.

