



Job offer : Accounting Officer-Treasury

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Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health,

protection, education & schooling, vocational training and help for families.

PSE helps 7,000 children and 7,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 8 staff at the headquarters in France. 500 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

Job location : Phnom Penh Cambodia

Start date : 15-08-2026

Job description :

S/he will be responsible for:

- Cash and Bank Controller in PSE and Reconcile bank statements
- Validate cash register and tracking staff advances
- Issuing invoice, cash collection, and follow up direct income from partner
- Doing as Admin Reference and Exchange Rate Management
- Prepare monthly tax, annual Tax and ACAR PSEC & FPSEC
- Journal Entry

Missions :

- Manage daily banking transactions, payments, receipts, and bank reconciliations.
- Process vendor payments, customer invoices, and accounting entries in the ERP system.
- Perform cash, petty cash, staff advance, and POS reconciliations.
- Prepare and submit monthly and annual tax reports in compliance with local regulations.
- Monitor cash flow, bank balances, and monthly exchange rates.
- Ensure accurate financial records, supporting documents, and proper filing.
- Prepare financial reports and support audits and management reporting.
- Assist in improving finance processes and internal controls.
- Perform other finance and administrative duties as assigned by the Manager.

Profile :

Education

- University degree in finance, accounting or related fields

Experience

- At least 2 years experiences in accounting area.
- Good knowledge of related accounting software such as: ERP, Sun system, QuickBooks. ERP is preferred
- Good knowledge of Microsoft office (Ms. Word, Ms. Excel)

Skills

- Good team player, time management and spot check
- Able to work on multiple projects simultaneously
- Fast worker with ability to work well under stress
- Strictly maintain data confidentiality and honest
- Fluent in Khmer and English (verbal and written).

Attitudes

- Proven integrity and good character
- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- Patience, adaptability and ability to cope with the change process.
- Ensuring timely, high quality results. Being a role model for continuous learning and improvement.

Details and contacts :



Submit CV: <https://t.me/PSERECRUITMENT>



Email: recruitment@pse.ngo



Tel: 093617555

Address: No. 402, Groupe 12, Village Trea, Stung Mean Chey,

Phnom Penh, Cambodia

PSE Recruitment Channels:

- Facebook: <https://www.facebook.com/pserecruitment>
- Telegram Chanel: <https://t.me/recruitepse>
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