

CASHIER/Banker

Are you interested in working with innovative services aiming at employment of Cambodian youth and families? Do you want to work with a dynamic team that provides high quality of hospitality skill training? Then join us!

You will be joining the Mith Samlanh (MS) team comprised of more than 200 staff working together to bring children back to school, and support families to take care of their children and place for a job.

We are looking for many amazing individuals who are willing to become part of this team.

What will you do?

As a **Cashier/Banker**, you will responsible for implementing all tasks in accordance with the Mith Samlanh Finance Policy & Procedures, assisting and working closely with other departments during special events relating to Finance and audits, and providing any financial advice as required to project staff and teams.

Your responsibilities will include the following:

CASH DUTIES

- Maintain cashbook and daily fill in cashbook balance for petty cash held in MS office.
- Manage daily petty cash operations and serve the cash services to the program staff and outside suppliers for program activities.
- Administer all cash transactions for programs within MS office. Receive donations income and provide a signed receipt to the donor. Ensure all income is accompanied by an Income Voucher with attached receipts issued. Ensure expenses are accompanied by Expense Vouchers with full, and complete supplier invoices, and other relevant supporting documents in accordance with MS policy.
- On issuing cash advances to staff, the vouchers must remain with the Cashier in a “Cash Advance” folder. All vouchers in that file amount to the outstanding cash advances at that point in time. Outstanding Cash Advance Vouchers must not be handed back to staff.
- Regularly follow up with Program staff on outstanding cash advances that are due for settlement.
- Settlement of all outstanding advances supported by vouchers and ensuring complete supporting documents and accuracy

- Conduct a daily cash count and record the count in the “cash count book”, stating date, name, and amount in cashbook. All counts must be signed.
- Keeping the data record documents in the cash book with appropriate documents and coordinating with receipt collector for settlement.

BANK DUTIES

- Administer bank transactions with relevant authorizations
- Issue cheque payments/bank transfers in accordance with MS policy on payment thresholds. Ensure all cheques/bank transfer slips are photocopied before passed to suppliers. Cheque copies/bank transfer slips must be attached to the relevant voucher
- Make withdrawals from bank accounts when cash is below the minimum imprest balance. Ensure all withdrawals and deposits to/from the bank accounts are supported by a “Journal Voucher”, which is then filed in the “Journal Voucher” file.
- Check for any new income received into the bank accounts and issue receipts where necessary with coordination from Finance Coordinator. Receipts for overseas donors must be scanned and passed to Finance Coordinator
- Manage and handle all general donations/student tips and ensure receipts are issued, donations are recorded promptly with complete supporting documents
- Check that all invoices for contract services are complete, and process timely with necessary authorizations, and ensure that all payments are in accordance with MS Policy

SALARY DUTIES

- Process the monthly salaries payment by cash or by cheque or by bank transfer

Quick Books posting

- All advances vouchers must be entered on a daily basis
- Monthly reconcile all advance outstanding compare with the advance sheet and Quick Books balance to ensure it is matching. Posting all Income and Journal vouchers on daily basis.

We would like you to have the following:

- Must have at least 1 year of work experience with cashier duties
- Must be able to work within a team
- Must be well behaved, honest, and trustworthy
- Ability to use Microsoft Word/Excel and Quick Book Accounting package is an advantage
- Proficiency in spoken and written English

This position will be based in Phnom Penh head office.

About us

We started our work 28 years ago as one of the first registered Cambodian non-government organizations, and now we count 200 staff working in different zones in the Phnom Penh area. Every year, we provide various outreach programs, vocational training, education, counseling, food, shelter, medical services, and income generation programs to 15,000 marginalized children, youth, and families in Phnom Penh.

Join us by

Submitting a cover letter with a CV and salary expectations to hr@mithsamlanh.org with the captioned subject that you are applying for.

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit. Women are encouraged to apply.

The successful applicant will be expected to comply with Mith Samlanh's Child Protection Policy.

Only short-listed candidates will be contacted for interview.

Closing date: 20 March 2023