



Bodamec Trading International Co., LTD.

Job Title: Accountant (1 Position)

Summary

We are looking for a qualified and trustworthy accountant to handle prepare, compute, manage, research and analyze all Bodamec accounting data, in order to provide quantitative information on performance, financial position, liquidity and cash flows of our business.

Job Duties and Responsibilities

- Manage our accounting operations based on accounting principles
- Prepare budget and financial forecasts
- Publish financial statements in time
- Conduct month-end and year-end close process
- Collect, analyze and summarize account information
- Compute taxes and prepare tax returns, balance sheet, profit/loss statement of Bodamec
- Develop periodic reports for our managements
- Keep information confidential

Job Requirements

- Minimum Diploma/Degree in Accounting
- Proven working experience in accounting or relevant field
- Thorough knowledge of accounting and corporate finance principles and procedures
- Pleasant personality, self- motivated, energetic and independent
- Strong attention to detail and confidentiality

Working Conditions

Location: Phnom Penh
Working Day: 6 days per week

Direct Reports at:

Please email us your resume with recent photo to: info@bodamec.com

Contact Us: + 85576222218

Address: #281, Street 598, Sangkat Phnom Penh Tmey, Khan Sen Sok , Phnom Penh, Cambodia .