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ASIANERIAL ADVISORY INT CO., LTD

## Job Announcement

### About Company

Asianerial Advisory Int Co., Ltd. is the leading local professional accounting firm which provides Accounting, Tax Outsourcing, and Business Registration Services for all businesses. With generous support from clients and all stakeholders, Asianerial Advisory, unhesitantly took a step forward by gaining its full registration as a private limited company with full conformity to the Law on Commercial Enterprises of Kingdom of Cambodia and License of Tax Service Agent Being awarded by the General Department of Taxation.

Now the company urgently needs **Accounting Assistant** to be based in Phnom Penh. Please check out the below JD and Requirement of position:

Number of Position	01
Location	Phnom Penh

### Job Descriptions

- Handle assigned accounting tasks
- Analyze accounting transactions and post to accounting software
- Take part in to assist the tasks of accounting procedure and accounting bookkeeping
- Be able to travel to client office
- Join training on-job supporting to the client
- Work in team and have a positive attitude
- Able to read and understand technical form and accounting reports
- Other task assigned by accounting officer

### Qualifications and Experiences

- Bachelor Degree of Accounting, Tax or related field
- Knowledge of accounting or tax principles
- Fresh graduated-student or has experiences with this skill are encourage to apply
- Good English proficiency + written and spoken
- Knowledge of computer (Word, Excel, Internet, Email and Google Drive)
- Knowledge of Peachtree, QuickBooks, or other software solution is an advantage

### Key Competencies

- Be honest, confidential, and friendly
- High commitment to achieve core value, vision and mission of the company

- Flexible and be able to handle complex and changing client's environment
- Patient and accept criticism for improvement
- Proactive and willing to learn
- Strong communication and interpersonal skills
- Willingness to establish and maintain effective working relationships
- Problem analysis and solving
- Ability to work under pressure and be flexible in working hours

**Benefit and Compensation**

- Competitive salary
- Bonus and incentive
- Opportunity to learn and get more knowledge

**Deadline: Application open until filled**

Interested candidate, please submit CV and Cover Letter with stating your expected salary via email or office address below. Only shortlisted candidates will be notified and contacted by phone for interview.

**Contact Detail:**

**Address:** #80F, St. 210, Sangkat Toek Laak 3, Khan Toul Kork, Phnom Penh, Kingdom of Cambodia

**Tel:** 099 987 080 / 015 616 041

**Email:** [hr@asianerial.com](mailto:hr@asianerial.com)

**Website:** [www.asianerial.com](http://www.asianerial.com)