

JOB DESCRIPTIONS

Job Title: Account Receivable and Fixed Asset	Department: Finance
<p><i>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 21 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</i></p>	

Location	Sika Cambodia Factory
Reporting To	Financial Controller
Key Tasks & Responsibilities:	<ul style="list-style-type: none"> • Follow up customers for payment and make sure no overdue invoices by end of the month • Coordinate with Supply Chain Officer and Customer Service to make sure all customers receive complete documents (Invoice + Sale Shipment) by end of the month. • Process incoming payment form customer and input data into ERP • Collect payment at customer's office • Control all sale invoice and sale shipment • Maintain and control customer master data in ERP • Prepare monthly tax declaration • Create fixed asset master data in ERP • Make sure fixed asset master data match with physical fixed asset in company • Conduct inventory and fixed asset take • Special tasks as directed by the financial controller or the Managing Director
Minimum Requirement	<ul style="list-style-type: none"> • BA of Finance and Accounting or relevant • Min 3 years experiences in related fields (construction site, construction products) • Knowledge of ERP systems, NAV • Microsoft Office intermediate level (Excel, Power Point, Word) • Fluent English spoken and written; any other language (Chinese) knowledge is a plus • Able to work independently and as a team • Good analytical and problem-solving skills • Good organization skill and able to handle pressure and meet tight deadlines • Understand how the different KPI impact the Company overall
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Transport provided for work only • The company will offer trainings on SIKA products and business.
How to apply	<ul style="list-style-type: none"> • Please send your CV to hem.sovannsocheat@kh.sika.com , Tel: 077 666 761 (Please subject the email with the position you are applying for, Ex: Ms./Mr. xXx Xxx is Applying for XxX) • Please add 3 references of trusted persons that can recommend you. • The position is available now, please check our website before sending your CV: www.sika.com/ www.sika.com.kh