**Career Opportunity**

STREETS INTERNATIONAL (STREETS) is a global social enterprise initiative for street kids and other disadvantaged youth. The STREETS program and Restaurant Café started in Hoi An, Vietnam in January 2009, providing a future of dignity through vocational hospitality and culinary training. For more information, please visit our website: [www.streetsinternational.org](http://www.streetsinternational.org/).

Our rapid growth and expansion provide an outstanding career opportunity for the following full time position:

**GENERAL ACCOUNTANT**

**Job Functions**

·  Accurately maintain all the financial documents of the organization.

·  Update the on-line accounting records on a weekly basis.

·  Regularly collect necessary information to prepare balance sheet,

   profit and loss statement, and other reports as needed.

·  Maintain controls and ensure that accounting and cash disbursement

   policies and procedures are followed.

·  File all required VN taxes correctly and promptly.

·  Keep up-to-date on all current tax laws.

· Invoice and ensure payment from contracted vendors.

·  Maintain and monitor all employment contracts.

·  File all employee related documents with government agencies.

· Communicate with management on all financial issues in a timely

   manner.

·  Conduct all activities with professional and mature demeanor, dress

   and attitude.

·  Maintain the strictest confidentially for all matters regarding the

   finances, employees and contracts of the organization.

**Qualifications**

·  Excellent translation, written, and spoken English

· College Degree in Accounting or Finance (preference given for

   International study experience)

·  Prefer experience in International or English language organization

·  Must have very strong attention to detail and professional

   organizational skills

·  Advanced skills in Microsoft Excel

**Requirements**

            ·  Must live in or relocate to Hoi An at start of employment, one time

               relocation expense provided

            ·  Flexible work schedule, including some overtime and holidays as

               needed

            ·  Vietnamese Citizen preferred

            ·  Non-smokers only

**Salary**

         · Very competitive salary with extraordinary opportunity for promotion and

            growth within STREETS International

**Application Information**

         · Interested candidates should send cover letter and curriculum vitae **in English**to: info@streetsinternational.org

          ·  Application closing date: Oct 16th , 2013

          ·  Only those selected for interviews will be contacted

**Contact person:**

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A Global Social Enterprise Initiative

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