

Office Accountant

Office Accountant, Mekong Program

Tracking Code: 7515

Job Description

Please submit a cover letter with your resume in one document describing your interest in this position and how you meet the requirements. Application materials must be submitted in English and applicants must have legal authorization to work in Vietnam to be considered and confirm this in their cover letter. PATH offers a highly dynamic work environment and provides competitive compensation and benefits based on experience. Salary and benefit package are paid in VND.

NOTE: You are required to be a citizen of Vietnam to apply for this position. We will not respond to your application if you do not meet this requirement.

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health.

The Mekong Program is a PATH business unit composed of country teams in Vietnam and Myanmar. We also provide assistance to public health programs in Cambodia and Laos. We do not have any active projects in Thailand at this time. Our regional, multi-country approach is enabling PATH to maximize regional talent and expertise, learn and replicate in similar environments, and address public health threats such as multi-drug resistant tuberculosis and malaria that know no borders.

PATH seeks an Office Accountant to provide financial and administrative support to the office. Under the guidance, supervision and direction of the Finance Manager (FM), the Accountant's specific responsibilities include:

- Maintain and reconcile office petty cash (PC), record PC expenses of Hanoi and HCMC offices in to accounting book and replenish as needed.
- Check receipts and supporting documents, input financial and accounting data into the computerized accounting system and create payment/deposit/general journal vouchers for approvals for office expenses.
- Liaise with the banks for cash withdrawal, bank transfers and other bank related transaction issues.

- Maintain a tracking system to monitor travel advances/expenses, workshop/meeting expenses and other expenses (such as asset, unused ticket, VAT...).
- Prepare staff payroll, tax and benefits. Prepare payments for salary, taxes and insurances for staff and consultants.
- Act as key person to liaise with Insurance organizations, Tax Department, prepare paperwork and complete necessary procedures of registration/notification for new and departure staff, claim for staff benefit from insurance organizations, prepare for year-end liquidation/reconciliation of insurances and taxes.
- Create salesforce payment request for office expenses.
- Review payment vouchers with supporting documents prepared by other finance team members.
- Manage filing of both hard and soft copies of related admin and financial documents.
- Field Office Financial Report (FOFR) support includes:
 - Scan the completed vouchers and finance related documents for monthly FOFR timely submission.
 - Prepare and import payrolls and bank fees to the computerized accounting system.
 - Process bank and cash account reconciliations at the end of the month.
 - Check and follow-up for completion of timecards of all staff for FOFR preparation.
 - Provide orientation to the new hired staff on insurances, taxes and finance related issues.
 - Back up FM with the monthly FOFR preparation/completion and other tasks at the FM's absence.
 - Other tasks as assigned.

Required Skills

- Good computer skills in Microsoft Word and Excel, skills in Quickbooks accounting software a plus.
- Well-organized and attention to details skills.
- Good communication skills.
- Proven interpersonal skills and ability to work effectively in a team under high pressure.
- Good problem solving and time management skills.
- Excellent Vietnamese and good English skills.

Required Experience

- University graduate with finance/accounting background preferred.

- Solid knowledge of Government Social Insurance and Tax laws.
- Experience in all aspects of accounting including account payables, account receivables, financial reporting, bank reconciliation, payroll administration, and tax accounting.
- Minimum of 4 years relevant work experience.
- Experience working with INGOs a plus.