



STREETS International®
A global social enterprise initiative

Career Opportunity

STREETS is a social enterprise initiative for street kids, out-of-school and other disadvantaged youth. The comprehensive STREETS program and Restaurant Café started in Hoi An, Vietnam in 2009, providing a future of dignity through vocational hospitality and culinary training. For more background information, please visit our website: www.streetsinternational.org.

Our success in Hoi An and recent expansion provides an outstanding career opportunity for a HCMC-based full time management position:

Finance and Administrative Manager

Job Responsibilities

- Accurately maintain all budget and financial documents and reports
- Supervise administrative and bookkeeping activities and staff to maintain controls and ensure that accounting and cash disbursement policies and procedures are followed
- Procure, pay, and accurately invoice, while maintaining strong relationship with all vendors
- Coordinate, prepare and file all VN government tax, labor and other regulatory or licensing documents
- Communicate with management on all financial issues in a timely manner
- Maintain the strictest confidentiality for all finance, employee and contract matters
- Conduct all activities with professional and mature demeanor, dress and attitude

Qualifications

- **Excellent translation, written, and spoken English**
- College Degree in Accounting or Finance (preference given for international study)
- Experience in International or English language organization
- Very strong attention to detail and professional organizational skills
- **Advanced skills in Microsoft Excel and QuickBooks** (will be tested in interview process)

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Requirements

- Must live in or relocate to HCMC at start of employment, one time relocation expense provided
- Flexible work schedule, including some overtime and holiday as needed
- Vietnamese Citizen preferred
- Non-smokers only

Salary & Application

- Very competitive salaries with extraordinary opportunities for promotion and growth within STREETS International
- Interested candidates should send cover letter and curriculum vitae in English to: HCMC@streetsinternational.org
- **Must note on application any prior employment applications to STREETS**
- Application closing date: December 30th, 2016
- **Only those selected for interviews will be contacted**