

## **Finance Assistant**

Institute of International Education Inc

Bangkok, Thailand

### **Job description**

The Finance Assistant provides accounting and finance support for USAID/Burma Diversity and Inclusion Scholarship Program. He/she is responsible for initiating financial transactions in compliance with local accounting standards, charge codes, IIE policies and procedures, client requirements (USAID), partner requirements, and all other applicable laws, rules and guidelines.

### **Essential Functions:**

- Reviews, verifies, and processes payment requests, travel advances, and expense reports for DISP team members, including tracking travel expenses against program and administrative budget(s).
- Prepares and proposes journal entries in the system (People Soft)
- Assists the Finance Manager and Finance Officer to process payments to grantees/stakeholders/universities to assure all are in line with budget per account category.
- Responsible for monthly withholding taxes, value added tax, mid-year and year-end corporate income tax submission to Revenue Department with legitimately accurate and in a timely manner.
- Supports banking and cash-related activities including bank and petty cash reconciliations.
- Assists the Finance Manager to track the deliverable items for the field office and partners, including subcontractors and consultants.

### **Other Functions:**

- Supports AR reconciliation process.
- Prepares and submits monthly operating funds request.
- Other tasks assigned by the Finance Manager and Finance Officer

The Institute of International Education ("IIE") has a hybrid work environment that allows team members a combination of in-office work and telework at any of the locations listed above.

## **Job Requirements**

### **Education and Work Experience:**

- Bachelor's degree in accounting or finance required. Three years of working experience in related field preferred

### **Knowledge, Skills and Abilities:**

- Knowledge of Thai statutory report, taxes, and general accounting principles.
- Proficiency with knowledge of Microsoft Office; internet software and database software.
- Strong organizational, problem solving and time management skills.
- Demonstrated attention to detail.
- Demonstrated ability to handle a heavy workload and changing priorities and tasks under strict deadlines.
- Excellent interpersonal skills.
- Basic proficiency in English and Thai written and oral.
- Strong interest and ability to work effectively in a team environment.

### **Work Conditions & Physical Demands:**

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.