



Full-Time Finance Officer (**Open for Thai citizens only.**)

Job Description

Position Title	Finance Officer
Division	ECHO Asia Regional Impact Center
Department	Support Services
Reports directly to	Regional Operations Manager
Will work in conjunction with	Regional Director, Regional Operations Manager, Administrative Officer, Legal and Administrative Associate, Sala Conference Center Supervisor
Directly Supervises	N/A
Location Base	ECHO Asia Small Farm Resource Center, Chiang Mai, Thailand
Duration	Full-time
Date Document Prepared	1 July 2024

General Description

The purpose of this role is to assist the ECHO Asia Regional Operations Manager, together with the Administrative Officer, to effectively coordinate and manage accounting and bookkeeping needs to ensure all financial records, bank accounts, and budgets are in good standing with all regulations and requirements of the organization and pursuant governments. Since 2011, the ECHO Asia Thailand Foundation has existed as a legal entity in the Kingdom of Thailand and has had authority to act as a Foundation under the auspices of the Social Services and Community Development office of Chiang Mai Province. The Foundation exists to provide ECHO services to Asia and Thailand, in particular. This role will be responsible for managing the bookkeeping, accounting, and financial records of the organization and assist the Regional Operations Manager with back and front-office administration, as needed.

Main Duties and Responsibilities

1. Financial responsibilities

- Coordinate and complete daily accounting and bookkeeping tasks, including receipts.
- Coordinate and complete yearly financial audits with the auditing agency.
- Assist with bank transfers and payments of contract laborers, translators, and other vendors.
- Organize bills, including expenses, income, withholding tax, social security, and salaries.
- Maintain ledger reconciliation and close accounts every month and report to ECHO in Florida.
- Assist the Regional Operations Manager in the submission of monthly funds requests to ECHO

Florida.

- Assist the Regional Director and the managers of various departments with the budgets for expenses, income, or balances according to the needs of each manager.
- Assist in the creation of yearly and monthly budgets.
- Serve as the face of ECHO Asia with the Bank, Government of Thailand, Auditor, and other related private and government entities as needed.
- Record and track the Paid Time Off (PTO) days of all employees and keep the files of all employees.
- Assist the Regional Operations Manager with social security, salary, and withholding payments for Thai staff.
- Assist the Legal and Administrative Associate with the inventory and dissemination of books and goods purchased and sold by the ECHO Asia Impact Center where needed.

2. General tasks

- Assist in front-office administration as needed and assist with hospitality needs of guests at the ECHO Asia Impact Center.
- Facilitate translation of ECHO Asia Foundation and ECHO Asia Impact Center documents, government reports, etc. as needed.
- Attend weekly, monthly, and other ECHO Asia Thailand Foundation and RIC related meetings, as needed.
- Provide support and assistance to the Director of ECHO Asia, the Regional Operations Manager, the Agricultural Operations Manager and the Extension Manager where needed to support conferences, trainings, and regional meetings.
- Check the stock of various products such as books, shirts, hats, bags, pens, etc. and inform the purchasing department if there is a need to order more.
- Facilitate engagement with and help to host visitors, volunteers, and interns in the mission of the ECHO Asia Impact Center.

Work Hours:

Regular work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional work outside of hours can be expected in the case of special events, though these will not be regular occurrences.

Required Education and Experience:

- Degree in accounting, finance, or business administration; or commensurate work experience.
- Finance Officer Level: 5-7 years of related work experience.
- Working English proficiency.

Required Competencies:

- A committed follower of Jesus Christ who affirms ECHO's Statement of Faith and possesses character traits consistent with ECHO's core values.
- Demonstrated ability to work in a multi-lingual, multi-cultural environment, responding to the needs and requests of a diverse network.
- Demonstrated proficiency in computer programs including Microsoft Office, Teams, and QuickBooks Online.
- Ability to handle sensitive information with confidence and with maturity.

- Working knowledge of and experience in office administration.
- Working knowledge of and experience in accounting and bookkeeping.
- Demonstrated ability to work with and take directions from local and foreign staff.
- Demonstrated ability to work both independently and in team-based settings.
- Must be detailed oriented but also able to always keep the organizational objectives in view.
- Must have excellent human relation skills and ability to respond to high-pressure situations.

Benefits:

- Competitive Salary Range: 25,000 - 35,000 THB per month
- Paid Time Off (PTO)
- Paid Holidays
- Paid Medical Insurance
- Provident Fund
- Phone Stipend

If you are interested, please apply for this position via email: rchaitun@echocommunity.org
or contact: Rose 053-304028 (Mon-Fri. 8.00 a.m. - 4.30 p.m.)