

Job Description

Beijing City International School

北京乐成国际学校

职位说明

TITLE: Assistant Accountant

职位: 助理会计

QUALIFICATIONS: 任职资格

1. Bachelor degree or above majoring in accounting or related majors.

学士学位以上学历，主修会计或相关专业

2. Minimum 2 years in accounting related experience

至少 2 年财务相关工作经验

3. MNC, accounting firm experience or finance consulting firm experience preferred.

跨国公司、会计师事务所或财务咨询公司经验优先考虑

4. Excellent communication skill both in Chinese and English

优秀的中、英双语沟通能力

5. Organized, able to work under stress and target - oriented

有条理，能够在压力下工作并且注重目标实现

REPORTS TO: Finance manager

直接上级：财务经理

JOB GOAL: Ensure adequate and secure funding, ensure payment process is timely, accurate and smooth,

工作目标：确保资金充足和安全，确保付款及时准确顺利

RESPONSIBILITIES: 岗位职责

1. Manage bank accounts and petty cash at hand. Ensure adequate and secure funding

管理银行账户和手头的零用现金，确保资金充足和安全

2. Process bank transactions and coordinate with banks and other external parties for fund arrangement.

处理银行交易，协调银行和其他外部机构的资金安排。

3. Checking the validity and accuracy of the payment requests in terms of approval sufficiency, as well as compliance with Chinese laws and regulations.

检查付款请求的有效性和准确性，包括批准充分性，以及是否符合中国法律法规。

4. Processing approved payment request in designated ways.

以指定方式处理已批准的付款申请。

5. Ensure the safety of the U-key and all kinds of bank notes comply with policy and process

确保 U-key 和各类银行票据的安全符合政策和流程

6. Provide admin support to other Finance functions

为其他财务功能提供支持

WORK YEAR: Over 2 years 工作年限：2 年以上

WORK YEAR and Salary Scale: Salary Scale to be established by Head of School with approval of Board.

工作年限及工资定级：工资定级将由校长制定并由董事会批准

EVALUATION: Performance of this job will be evaluated by the admin performance appraisal system

in accordance with Board Policies and Protocols.

评估：该职位的表现将按照行政员工绩效评估体系的政策和程序进行评估。

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组(the International Task Force on Child Protection)的建议，在招聘环节秉承高标准：格外注重候选人对儿童保护的认知。