

## 职位说明：出纳

### Job Description: Cashier

#### 岗位职责 Job Responsibilities:

##### 1、资金收付与信息反馈

- 1) 每日整理付款单据，及时完成日常收付款业务，并编制资金日报，将收付款信息准确反馈给各相关方。
- 2) 负责完成海外收付款事宜，提前准备海外收汇和付款相关资料，按规定时间提交给银行，办理海外收付款事项。

##### 1. Fund Payments and Information Feedback

- 1) Organize payment documents daily, complete routine fund receipt and payment transactions in a timely manner, and prepare a daily fund report to accurately communicate payment information to relevant stakeholders.
- 2) Handle overseas fund receipts and payments, prepare necessary documentation in advance, submit them to the bank within the required timeframe, and ensure the smooth processing of international transactions.

##### 2、资金管理与调度

日常进行资金管理，完成银行间的资金调拨，保障资金合理调配与流动。

##### 2. Fund Management and Allocation

Manage daily fund operations, execute interbank fund transfers, and ensure the reasonable allocation and liquidity of funds.

##### 3、员工薪酬福利相关财务工作

- 1) 与 HR 紧密沟通协调，按时完成中外籍员工工资的发放，同时完成公积金、社保、税费的缴纳，以及外籍教师房租付款等工作。
- 2) 每月完成商务卡账单的核对工作，确保账单与付款单准确匹配，并及时进行商务卡还款。

##### 3. Financial Work Related to Employee Salaries and Benefits

1) Maintain close coordination with HR to ensure the timely disbursement of salaries for both local and expatriate employees. Also, manage payments for housing funds, social security, taxes, and rent for expatriate teachers.

2) Reconcile corporate credit card statements monthly, ensure accurate matching between statements and payment documents, and process timely repayments.

#### 4、财务资料整理与核对

1) 每日正确匹配所有付款回单与付款单据，保证财务资料的一致性。

2) 月末仔细核对现金及银行存款日记账，准确填制现金银行存款余额调节表，确保账实相符。

3) 负责水、电、网、话费发票及回单整理，完成上传 OA 及打印工作。

4) 每月定期装订会计凭证，做好财务资料的归档管理。

#### 4. Financial Documentation and Reconciliation

1) Accurately match all payment receipts with payment documents daily to ensure consistency in financial records.

2) At the end of each month, carefully verify the cash and bank deposit journals, accurately prepare the cash and bank deposit reconciliation statement, and ensure the consistency between recorded and actual balances.

3) Organize and manage invoices and receipts for utilities, internet, and phone bills, ensuring proper filing and uploading to the OA system.

4) Regularly bind accounting vouchers each month and maintain systematic financial record archiving.

#### 5、外籍教师支持工作

1) 协助外籍教师与银行进行 VIP 预约，为其提供便利服务。

2) 关注薪酬便利化的运行情况，保障外籍教师薪酬发放的顺畅。

3) 协助外籍老师离职手续中的财务环节，以及新外籍老师银行开卡等事项。

#### 5. Expatriate Teacher Support

1) Assist expatriate teachers in scheduling VIP banking appointments to provide convenient financial services.

2) Monitor the efficiency of salary payment processes to ensure smooth expatriate payroll transactions.

3) Support expatriate teachers in financial matters related to resignation procedures as well as bank account openings for new hires.

## 6、流程审批与预算汇报

负责前沿、YERI、YCPK 流程审批工作，并及时汇报预算执行情况。

## 6. Process Approval and Budget Reporting

Responsible for handling process approvals for Qianyan, YERI, and YCPK, while providing timely budget execution reports.

## 任职要求 Requirements

### 1、教育背景

财务、会计相关专业本科及以上学历。

### 1. Education Background

Bachelor's degree or above in Finance, Accounting, or a related field.

### 2、工作经验

有 2 年以上出纳或审核岗工作经验者优先。熟悉出纳工作流程，包括但不限于资金收付、日记账登记等，且在过往工作中积累了一定的单据审核实操经验，能快速识别常见的单据问题。

### 2. Work Experience

Preferably over two years of experience in a cashier or financial review position. Familiarity with cashier operations, including but not limited to fund payments and journal entries. Practical experience in document review, with the ability to quickly identify common document issues.

### 3、知识技能

1) 具备扎实的财务基础知识，深入理解会计法规和财务制度，熟悉现金管理、银行结算等业务。这些知识有助于准确判断单据是否符合财务规范，如发票的开具是否符合税务规定，费用报销单是否符合公司费用标准等。

2) 熟练使用办公软件，如 Excel、Word 等，能够准确快速地进行数据录入和文档处理。在审核单据时，可利用 Excel 对报销数据进行整理、分析，辅助判断数据的合理性。

3) 熟练使用财务软件，如用友、金蝶等，能熟练操作出纳模块进行日常账务处理。同时，了解财务软件中与单据审核相关的功能，如单据的录入、查询、审核流程设置等，确保在系统中对单据进行正确处理。

4) 具备良好的读写能力，能够流畅阅读财务报表、合同等文件，撰写规范的财务相关邮件及报告。在审核涉及合同的付款单据时，能准确理解合同条款，判断付款条件是否满足。

### 3、Knowledge and Skills

1) Solid foundation in financial knowledge, a strong understanding of accounting regulations and financial policies, and familiarity with cash management and bank settlement procedures. This knowledge is essential for accurately assessing whether financial documents comply with accounting standards, such as verifying whether invoices meet tax regulations and whether expense reimbursement forms align with company policies.

2) Proficiency in office software such as Excel and Word, with the ability to efficiently enter and process data. Capability to use Excel for organizing and analyzing reimbursement data to assess financial reasonability.

3) Proficiency in financial software such as UFIDA (Yonyou) and Kingdee, with experience in cashier module operations for daily financial transactions. Familiarity with system functions related to document review, including data entry, queries, and approval processes, ensuring accurate processing of financial documents.

4) Strong reading and writing skills to accurately interpret financial reports, contracts, and other documents, as well as to draft professional financial emails and reports. Ability to understand contract terms when reviewing payment documents and assess whether payment conditions are met.

### 4、能力要求

1) 具备较强的数字敏感度和计算能力，能够准确无误地处理各类收支业务，确保账实相符。在审核单据金额时，能迅速察觉金额的错误或异常，避免因金额错误导致财务损失。

2) 出色的中英文沟通能力，能够与银行、税务等相关部门以及公司内部各部门中外籍员工进行高效沟通协调。在单据审核过程中，若发现问题，能及时与业务部门沟通，了解业务背景，获取准确信息，确保单据的准确性和合规性。在涉及对外合作交流时，能够清晰阐述财务事项，解答疑问，维护良好合作关系。

3) 具备较强的责任心和敬业精神，工作认真细致，严谨踏实，能严格遵守财务纪律和公司各项规章制度，保守财务机密。在审核单据时，对每一张单据的真实性、合法性、完整性负责。

4) 拥有敏锐的观察力和问题分析能力，能够在审核单据过程中迅速发现潜在风险点，如单据的真实性存疑、审批流程缺失等，并能深入分析问题产生的原因，提出合理的解决方案。

### 4、Competencies

- 1) Strong numerical sensitivity and calculation skills, ensuring accurate financial transactions and reconciliations. Ability to quickly detect errors or inconsistencies in financial amounts to prevent financial losses.
- 2) Excellent communication skills in both Chinese and English, enabling effective coordination with banks, tax authorities, and internal departments, including local and expatriate employees. Ability to communicate financial matters clearly and resolve discrepancies during document review. Capable of articulating financial issues clearly in external collaborations and addressing inquiries professionally.
- 3) Strong sense of responsibility and professionalism, with a meticulous and rigorous work ethic. Adherence to financial regulations and company policies while maintaining strict confidentiality of financial information. Accountable for the authenticity, legality, and completeness of all reviewed documents.
- 4) Keen observation and analytical skills to promptly identify potential risks during document review, such as questionable document authenticity or missing approval processes. Ability to analyze root causes and propose reasonable solutions.

#### 5、职业素养

- 1) 为人诚实正直，具备良好的职业道德，无违法违纪等不良记录。在单据审核工作中，坚守职业道德底线，不接受任何形式的贿赂，确保审核结果的公正性。
- 2) 具备良好的团队合作精神，能够积极配合其他部门完成工作任务。与会计等财务岗位协同工作，及时传递审核后的单据，保证财务流程的顺畅运行。

#### 5. Professional Ethics

- 1) Integrity and strong professional ethics, with no records of misconduct or violations. Committed to maintaining ethical standards in document review, rejecting any form of bribery, and ensuring fairness in financial audits.
- 2) Strong teamwork spirit, actively cooperating with other departments to complete tasks. Ability to collaborate with accounting and finance colleagues to ensure smooth financial workflows and timely processing of approved documents.

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。

NOTE: The above job description reflects the general requirements necessary to describe principal 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.