



**THE AMERICAN SCHOOL**  
Developing Academic Excellence and Strength of Character

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Accounting Officer</b>
<b>Location:</b>	Accounting Department
<b>Reports to:</b>	Head of Accounting
<b>Subordinates:</b>	

### OVERVIEW OF THE POSITION

- Support Accounting Department in translation of documents, applicants with strong English communication skill are at advantage.
- Filing accounting documents
- A minimum of 1 year experience in accounting field

### QUALIFICATIONS FOR THE POSITION

- Bachelor degree in Accounting and/or English major.
- Good computer skills
- Good English communication skill

### PRIMARY DUTIES AND RESPONSIBILITIES

- Ensure all assigned tasks met with School requirements.
- Undertake to assume other tasks as per Management instructions