

## **Bookkeeper / Senior Account Officer Position**

Reporting to the Account Manager, this position will be responsible for supporting the organization's accounts and finance work.

### **Job Description**

- Manage daily cash and bank transactions to ensure accuracy, maintain cash and bank journals, and reconcile accounts regularly for consistency between books and actual balances;
- Review reimbursement and payment documents for compliance with financial policies;
- Prepare and submit liquidity reports, organize expense documents, and provide data support for management decisions as required;
- Conduct bookkeeping using accounting software (e.g., MYOB) and verify the accuracy of opening balances by cross-checking prior-month records;
- Process online payments to and manage accounts receivable and payable;
- Perform monthly bank reconciliations, identify outstanding items and accrued transactions, and deposit cheques into designated banks on a regular schedule;
- Maintain organized filing of financial documents for multiple business units and update payees' banking details timely;
- Support relevant business systems to ensure alignment between income/deposit records, bank records, and accounting records;
- Monitor project budget variances, report significant deviations as per established workflows, and prepare monthly/periodic financial reports;
- Any ad hoc work as requested by the team

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field (CPA or MBA is a plus);
- 3+ years of experience in financial management, non-profit sector is preferred;
- Proficiency in MYOB and Quickbook accounting software, financial management systems, and Microsoft Office Suite (especially Excel);



- Strong knowledge of nonprofit accounting principles, financial regulations, and compliance requirements;
- Excellent analytical and problem-solving skills with strong attention to detail;
- Ability to communicate complex financial information to non-financial stakeholders;
- Strong organizational skills, attention to detail, and ability to manage deadlines;
- Excellent written and verbal communication skills in Chinese & English, along with strong interpersonal skills to build relationships with stakeholders;
- Commitment to the mission and values of the organization.

**If interested, please reach out to [hkso@stringorchestra.org.hk](mailto:hkso@stringorchestra.org.hk) with your resume and other relevant materials.**