

## JOB OPPORTUNITY AT ICM

International Care Ministries (ICM) is looking for a caring, highly motivated person to play an important role in our ministry. ICM serves the poorest of the poor in the Philippines: people who struggle to survive on US\$0.5 a day. Since 1992, ICM has helped hundreds of thousands of people rise from the bondage of poverty through a unique training program that addresses values, livelihood and health issues.

### Part-Time Accounting Assistant

#### JOB SUMMARY

Assists in managing ICM's finances on a 2-3 days per week basis to keep the organization's accounts in order. Responsible for processing donations and operating ICM's accounting software, QuickBooks Online. Other tasks include administrative duties in addition to accounting responsibilities. Uses accounting and CRM software, payment portals and banking websites extensively and on a daily basis.

#### KEY RELATIONSHIPS:

The Accountant reports to the Accountant and Finance Manager in Hong Kong. As a part of the Finance Department, the Accountant will work closely with the Donor Relations team to keep records of donations up to date.

#### JOB DETAILS

- Provide daily support in accounting functions including accounting voucher preparation, data input and filing
- Handle donation income, issue donation receipts to donors
- Assist in month end closing
- Perform ad-hoc duties as required

#### REQUIREMENTS:

- At least 1 year's accounting experience
- Higher Diploma Holder in accounting or LCC Level III or equivalent qualification
- Experience with QuickBooks/Salesforce is an advantage
- Creative and innovative approach to problem solving and communication
- Proficient in English communication (oral and written)
- Self-starter, detail oriented and have excellent time management skills

If you are interested in this position, please email your resume and references (if applicable) to [info@caremin.com](mailto:info@caremin.com)