

## JOB DESCRIPTION

**Job title:** Payable Accountant

**Department:** Finance - Accounting

**Location:** Kon Tum and Gia Lai Provinces

### 1. Company overview:

Biophap is an organization specialized in organic agricultural practices in Viet Nam whose mission is to create and deploy adapted farm management models, using traditional and innovative technologies. We initiate and support local farmers in moving towards a sustainable agriculture.

Our development is based on 3 major pillars: economy, social and environment.

Biophap products are labeled AB (EU), USDA (USA) and JAS (Japan).

1. Spices: Turmeric, Ginger powders and Black Pepper
2. Tropical fruits: Seedless lime, King madarin, Cara Cara orange, Da Xanh pomelo, Banana, Soursop, Avocado, Longan
3. Medicinal Herbs: Goji berry, Jiaogulan, Vervain, Rosemary, Sage

#### *Achievement:*

BIOPHAP's "Agro-forestry project with local ethnic minorities in Kon Tum Province, Viet Nam" is the winning project of "100 Projects for the Climate". The competition was organized by the French Ministry of Environment, to select the most innovative solution against climate change. We aim to organic sustainable agriculture, improve economic, social and environmental conditions of ethnic minorities through applying agro-forestry and permaculture methods.

Link: <http://100projetspourleclimat.gouv.fr/en/>

### 2. Role :

An payable accountant is generally responsible for processing invoices and issuing payments, handling company costs and expenses, keeping business operations funded.

Payable accountant receives invoices from company suppliers/procurement department and other cost of goods sources and account for them individually. Invoices are put against project revenues to gauge successfulness, against department incomes to measure performance, and against company sales to determine profitability. Acts as gatekeeper between revenues received and what revenues actually go out. Accuracy is critical, as is the ability to gauge discrepancies and evaluate opportunities for lowering costs.

Payable Accountant must appreciate the need to satisfy regulations set by the Government, international organic standard, company's mission for safe, high-quality produce farmed in an environmentally sustainable manner.

### **3. Responsibilities**

- Perform day-to-day process of collecting and efficiently, accurately checking invoices against purchase orders in a timely manner;
- Review payment documents recorded in correct sub-ledger for compliance with the internal control & tax perspective.
- Reconcile invoices received from procurement team vs documents posted in Misa at each end of day.
- Reconcile AP account statement and reconcile with suppliers if any.
- Liaise and reply the queries related to AP payment from supplier via Procurement department.
- Scheduling the payment forecast to ensure smooth, timeliness and accurate payment.
- Preparing VAT input to ensure input tax transactions are recorded timely and accurately.
- Ensure payment documents were filled with sufficient support document, payment was made to exactly receiver and correct amount.
- Follow approved project budget vs actual payment and perform as payment contact point to prepare documents for Loan drawdown plan at bank.

### **4. Job Requirements:**

- **Education:** Graduation from a recognized college or university with a Bachelor in accounting, finance.
- **Skill :**
  - Good MS Office skills particularly in MS Excel;
  - Working knowledge of MISA is preferred;
  - Able to work independently and highly meticulous;
  - Familiarity with and awareness of the laws and regulations that apply to an accounting function
  - Language Requirements: good at basic writing and speaking in English;
  - Willing to learn and take new tasks as requested;
  - Self-motivation, positive;
  - Flexible, effective team work , organizational and interpersonal skills;
  - Good communication skills;
  - Willing to travel.

### **5. We offer:**

- Permanent full-time Vietnamese contract;

- Attractive salary range from **250 to 500 USD** gross monthly salary with 13th-month pay, competitive reward and benefits according to work performance & achievements;
- Social insurance, health insurance and unemployment insurance according to Vietnamese Labor Law;
- Continuous training and development on the company's products and sustainable agriculture data;
- French Training program with 120 hours per year for classes : languages, yoga, soft skills, organic agriculture;
- Professional, innovative and dynamic work environment.

**6. How to apply :**

Please send your up-to-date Resume and/or your LinkedIn profile to the address: [recruitment@biophap.com](mailto:recruitment@biophap.com)