



Accounting Officer

Job Advertising

01 February 2026

About G2K:

Gateway to Khmer (G2K) began in 2014 as a start-up Khmer language school, teaching foreigners living in Cambodia. Since then we have strived to provide the very best quality language and culture education available, and would generally be considered the premier place for Khmer language learning.

We sub-let spaces to create a hub for businesses, social enterprises and student interaction. We also operate a commercial meeting center across 2 floors of the building.

G2K is a registered business and registered school in Cambodia, and operates a social business model, with any profits staying within the organization to allow for future growth.

Role Summary:

G2K is seeking an accounting officer to be responsible for supporting daily financial operations. The role ensures accuracy, compliance with financial procedure, and timely reporting to support smooth operation.

This is a diverse role with the need to maintain a pipeline of planned work, but also the ability to be highly responsive to changes in circumstances/ expectations. The role-holder will be expected to lead their area of work with minimal oversight, but will need to work well with others as they will often work alongside colleagues regarding strategy and project planning, and also represent G2K externally on occasion.

The role will require a team work with can-do attitude, a customer-centric mindset, experience and competency in a range of accountancy tools, tax regulations and filing processes.

Essential duties and responsibilities

Accounts and Tax:

- Bookkeeping journal entries to ensure all business transactions are recorded and comply to General Accounting Standards.
- Prepare for accruals and adjustments.
- Prepare monthly tax returns.
- Coordinate and oversee TOI & ACCAR prepared by external accounting firm.
- Prepare monthly cash reports and quarterly financial forecast report.
- Create and send invoices and receipts to students.
- Preparing cash control for the income & expenses transactions.
- Collect & follow up student's payment by collaboration with customer service team.
- Preparing payroll and individual slip for all staffs.
- Reconcile monthly cash and bank transactions.
- Cooperate with the board for financial planning.
- Bank relation for financial operation.
- Keep a good storage of financial documents.
- Work with facility and resources officer to coordinate procurement, inventory and asset of G2K.
- Complete all tax obligations for the business.
- Keep and organizing staff uniform.
- Archive & coordinating enterprise owner paperwork.
- Greet new walk-in, providing information, doing registration as central services.

Other

- All G2K staff are expected to be flexible and undertake tasks to assist colleagues as required.

Benefit:

- Friendly team
- Typically working from Mon to Fri (Saturday is required with prior request)
- Uniform
- NSSF
- Type of leave (complied to labor law)
- Seniority
- Generous school holiday

The ideal candidate will bring:

- Bachelor's Degree in Accounting, Economics or related field;
- Experience with accounting skill for 1 year as minimum;
- Demonstrably proficient working with all standard office software, email and cloud-based apps and the ability to learn new software. Familiarity with accounting system such as Quick Book and Localize is preferred;
- Ability to multi-task, complete tasks in a timely manner/ within deadlines and manage time effectively;
- Excellent communicator across all disciplines, whether in person, written or on the telephone;
- Strong attention to detail and organizational skills;
- Ability to anticipate change and react efficiently and effectively;
- Honest and trustworthy;
- Dedicated to life long learning;
- Ability to understand and empathize with foreigners living in Cambodia;
- Experience working in a cross-cultural environment, preferably directly with customers;
- Strong English language – speaking, listening, reading, writing;

Typical working hours:

Full-time, 8am – 5pm Monday to Friday (Saturday is required with prior request)

Location:

Gateway to Khmer, Gateway House, Street 197, Phnom Penh

How to apply:

Please email your CV to jobs@G2K.asia

The subject of email shall be application for accounting officer.

Deadline for submission: 19 January 2026

Find out more about Gateway to Khmer at our website: www.G2K.asia