

Accountant - Job Description

The Accountant position is a great role for someone looking to start or accelerate their career in in-house Accounting & Finance to gain practical experience in a start-up educational environment.

Overview

Position:	Accountant
Supervisor:	Senior Accountant
Level	Junior Executive
Schedule:	40 hours/week, Mon - Fri
Type	Labor Contract
Starting time:	Immediately
Working location:	District 10
Contact:	recruiting@e2.com.vn

About us

Everest Education was founded by Tony Ngo (Harvard Business School and Stanford University) and Don Le (Stanford University) to empower all learners, one student and one moment at a time. We help students to gain entrance and succeed in international academic environments. For our families, we strive to be their trusted education partner.

We offer Math and English enrichment courses, test prep, college admissions consulting, and private tutoring to students from Grade 1 to Grade 12 using our proprietary blended learning approach. We also offer English, STEAM, and design thinking camps through our network of learning centers, partner schools, and online.

That's where you come in: Joining us at this growth-stage is a unique opportunity to help achieve an ambitious vision and learn from experienced professionals. Everest Education teachers and operation staff come from diverse backgrounds and have different personalities, but we have one thing in common: real passion for education. Together, we are building a collaborative, innovative, and caring workplace where all employees are empowered to lead change and make an impact.

You will...

We are seeking to hire an exceptional candidate to join E2 in the role of a competent Accountant. We specifically look for candidates with high integrity. We care equally about the candidate's ability to self manage herself/himself to complete tasks on a timely basis and at best effort. We provide on-the-job training and support on accounting and problem solving skills and have a continuous feedback loop for self improvement.

Your primary responsibilities include:

- Cash management:
 - o Verify documentation (check invoice, contract, other supporting document) and make cash reimbursement to staff
 - o Conduct cash count at month end;
 - o Manage all petty cash & bank account transfers;
- Accounts Receivable:
 - o Overall invoice issue system (company software, financial invoice)

- o Assist other departments for any issues related to invoice issued to students/families;
- General Ledger & Bookkeeping:
 - o Complete monthly bookkeeping entries (revenue and expenses) by given deadline;
 - o Reconcile all balance sheet items (assets and liability);
- Tax & Statutory Compliance:
 - o Check and ensure timeline submission of periodic reports related to taxation (VAT, FCWT and all other taxes) and statutory compliance (DPI, Statistic);
 - o Assist with annual audit;
- Reporting:
 - o Prepare various revenue reports on a timely basis and requested by management;
 - o Provide monthly expense report to budget controllers;
- Other Duties:
 - o Calculate quarterly sales commission;
 - o Assist marketing team with registering company promotion program;
 - o Assist with the legal works;
 - o Perform other assigned tasks as needed.

You have...

These are the minimum requirements. We can't accept you in this role unless you have them all:

- At least 1-2 year of experience in similar positions, preferably in foreign companies;
- Good verbal and written communication skills in English and Vietnamese;
- Good understanding of business language, practices, and settings;
- Good knowledge of tax and compliance regulations
- Good command of MS Excel, MS Word and accounting software (preferred Misa);
- Demonstrated drive, self-starter, hard-working, self-aware, and willing to learn;
- Responsible, diligent, attention-to-details, and result oriented.

You are...

These are personal traits that we look for throughout your application and interview process

- **Passionate:** We care about education and our long-term impact. You care about students and take pride in their work.
- **Collaborative:** We contribute to and find value in being part of a team. You enjoy working on a team and can communicate effectively with others.
- **Innovative:** We have a growth mindset and are able to learn and adapt quickly. You can solve problems on the fly and you like to try and learn new things.

You get...

- Competitive Salary, and Annual Performance Bonus;
- Unlimited Vacation Policy;
- Social and Private Health Insurance;
- Company dinners, team-outing stipends, 5-for-5 stipends, etc.
- Mentor-Mentee Program;
- Advanced Studies Grant for personal development;
- Substantial opportunity and training for career development.

Our Vision and Mission

Vision: To empower all learners, one student and one moment at a time.

Mission:

Students. We help students to gain entrance and succeed in international academic environments.

- We teach, guide, and mentor our students to achieve both their short-term and long-term goals
- We help students in four key areas:
 - master foundational academic knowledge
 - develop strong study habits
 - hone key thinking and communication skills
 - enjoy the experience of learning
- We deliver exceptional learning experiences that:
 - are inspiring, fun, and engaging
 - are personalized for each student
 - provide meaningful engagement with teachers and peers

Families. We are the trusted education partner for our families.

- We provide parents confidence that their children's education needs are being addressed both short-term and long-term. As partners, we are honest with our families about expectations, progress, and challenges.
- We provide the relevant knowledge and advice so they can make informed decisions about their children's education. We research, analyze, and share information in areas that are most important to parents.

Everestians. We develop our staff into superstars so we can best serve our students and families.

- We provide mentorship, training, and challenges to grow professionally
- We commit to improving the experience for our team to provide a place they love to work and continually grow

Partners. We solve difficult problems for our partners with customized academic solutions. We build trust as a reliable, high quality academic provider. We innovate in learning with teaching methods, curriculum, technology tools, and class formats.

Community. We give back to the communities that we operate in.

- We look for ways to improve the quality of and access to education
- We bring new ideas and models to create broader change

Equal Opportunity Clause:

Everest Education is an equal opportunity company that employs personnel without regard to race, ethnicity, religion, gender, sexual orientation, age, marital status, physical and/or mental impairment, and socio-economic status. You will be held to our standards of excellence regardless of background.

Note: For legal compliance, we adhere to specific requirements for our workers subject to Vietnamese laws, including regulations regarding working permits for non-Vietnamese citizens.