



JOB ANNOUNCEMENT

Position: AR-AP Accountant

Type of Contract: Fixed-Term (8 months)

Department: Finance

ABOUT II-VI INCORPORATED

II-VI Incorporated, a global leader in engineered materials and optoelectronic components, is a vertically integrated manufacturing company that develops innovative products for diversified applications in the industrial, optical communications, military, life sciences, semiconductor equipment, and consumer markets. Headquartered in Saxonburg, Pennsylvania, the Company has research and development, manufacturing, sales, service, and distribution facilities worldwide. The Company produces a wide variety of application-specific photonic and electronic materials and components, and deploys them in various forms, including integrated with advanced software to enable our customers.

GLOBAL FOOTPRINT

A Multinational Company (MNC) with:

- 22,000+ Worldwide Employees
- 69 Global Locations
- 18 Countries

JOB DESCRIPTION

Position: AR-AP Accountant (**Fresh Graduate Accepted**) (**8-month contract**)

Reports to: Accounting Manager

Headquarter: II-VI Vietnam - No. 3, Street 4th, VSIP I, Binh Hoa, Thuan An, Binh Duong, Vietnam.

Industry: Optics

Basic Function of the Job:

- 1- AR/AP Accountant
- 2- Cashier/Daily cash balance update
- 3- Support on FA layout, FA supporting documents file
- 4- Filing (Purchase Agreement, contract/Custom Declaration), Fixed asset as requirement
- 5- Others: Pre-paid expenses, accrual expenses, inventory reserve, NRV...

Job Element	Performance Satisfactory When
1- AR/AP Accountant	<p>Review all Documents supporting payment for completeness and clerical accuracy as well as appropriate approval matrix.</p> <p>For payment via bank: Preparing wire in Internet banking. For AP payment, check the due date in ERP and appeared in AP Sub-Ledger as unsettled items. Payment process completed, input data in ERP.</p> <p>Prepare and submit supporting documents to Bank in case pay in USD or international payment.</p> <p>For payment by Petty Cash: Preparing Petty Cash Payment Voucher in ERP and pay cash to the requester.</p>
2- Cashier/Daily cash balance update	<p>Update in Petty Cash Book.</p> <p>After, the payment process completed, check in bank statement, update Daily cash in bank.</p> <p>Withdrawal Petty Cash and maintain safety in safety box. Month audit by Accounting Manager as oversight control.</p>

	Update cash flow report monthly
3- FA layout, FA supporting documents file	Update the list of Fixed assets, confirm with using depart and update the layout. File supporting documents in Fixed asset folder (hard and soft)
4- Filing & Physical count	Filing Payment Voucher, Bank statement, Petty Cash Payment Voucher, Custom Declaration, Purchase Agreement, Monthly Physical count Raw material, Consumable, WIP, Fixed assets as schedule.

Job Requirements

- **Bachelor's Degree in Accounting/Auditing**
- Fresh Graduates Accepted
- High level of proficiency in Microsoft Excel
- Data query/data management abilities
- Basic English communication.

General Benefits of the Company:


BENEFITS

 Laptop

 Allowances


 Incentive bonus

 Salary review

 Insurance

 Employee Shuttle

 Healthcare

 Annual Leave

 Travel

 Uniform

 Training Scheme

How to Apply:

Kindly send your CV via Luan.Nguyen@ii-vi.com with title **[II-VI-0421] AR-AP Accountant - Full name** or Zalo/Viber/Whatsapp/iMessage: +84 972 964 121