



EKAMAI INTERNATIONAL SCHOOL

JOB VACANCY

Position Title:	Accountant (Fixed Assets)
Type of Appointment:	One-year contract with the possibility of extension
Desired Start Date:	August 1, 2025
Closing Date:	April 20, 2025

Job Overview:

The Accountant (Fixed Assets) is responsible for accurately recording, monitoring, reconciling, and reporting the school's fixed assets. This role ensures proper documentation, asset tracking, and compliance with financial policies while assisting in other accounting functions as needed.

Responsible to: Treasurer

Major Responsibilities:

1. Asset Management & Recording:

- Assign asset codes, label, and record all newly acquired equipment and property assets in the system before distribution.
- Maintain an updated asset register for all school equipment and property.

2. Monitoring & Tracking:

- Conduct regular inspections to ensure all school assets are properly accounted for and in good condition.
- Track asset movements across departments and locations.

3. Inventory & Reconciliation:

- Prepare and conduct physical asset counts at the beginning and end of each school year.
- Reconcile and update equipment and property asset accounts to ensure accurate financial reporting.
- Prepare a list of disposed items for approval by the Property and Inventory Committee.

4. Operational & Inventory Monitoring:

- Oversee the janitorial inventory and ensure supplies are adequately stocked.
- Conduct random checks on inventories for the Snack Bar, Cafeteria, Copy Room, U Shop, IT Department, and Water stock.

5. Administrative & Compliance Support:

- Assist departments with supporting document requests.
- Perform additional duties as assigned by the Treasurer and Administration.

Job Requirements:

- Seventh-day Adventist church member in good standing.
- Bachelor's degree in Accounting, Finance, or a related field.
- Experience in fixed asset management, reconciliation, and accounting functions preferred.
- Proficiency in accounting software and Microsoft Office Suite.
- Strong attention to detail and organizational skills.
- Ability to work independently and collaborate with various departments.

Click apply from here:

<https://www.eis.ac.th/job-application-form/>