

**Accounting Officer
in the Hong Kong Economic and Trade Office in San Francisco
(An office of the Hong Kong Special Administrative Region Government)**

(Salary: US\$4,289.00 – US\$6,898.00 per month)

Entry Requirements

- (a) Legal right to work in the U.S.
- (b) At least one year of accounting experience (bookkeeping, accounts payable, bank reconciliations, payroll, budgeting, year-end accounting closure, financial reporting, invoice management, and petty cash handling).
- (c) Proficiency in English with strong communication skills.
- (d) Proficient in MS Office, Quickbooks and other computer applications.
- (e) Previous accounting experience in the Hong Kong Government is an advantage
- (f) Proficiency in Cantonese is an advantage.

Job description

Reporting to the Office Manager of SFETO, the Accounting Officer will be responsible for:

1. Maintain office accounts, including the preparation of payment vouchers, checks, and record of accounts. Manage the monthly cash sub-impres and handle transactions with the bank.
2. Accurately record financial transactions, maintain ledgers, and manage various accounts to ensure financial integrity. Perform bank reconciliations to ensure the accuracy of company records and bank statements.
3. Receive, review, and validate invoices to ensure accuracy and compliance with agreements. Track the status of invoices, maintain records, and process payments according to schedule.
4. Process payroll in a timely and accurate manner, manage and process staff reimbursements, ensuring compliance with company policies.
5. Handle petty cash transactions, maintaining accurate records and ensuring proper documentation.
6. Prepare the annual budget, ensuring that sufficient funds are allocated to cover anticipated expenses while maintaining proper financial control.
7. Oversee year-end accounting closure, ensuring that all financial records are accurately finalized and closed.

8. Prepare and review monthly financial reports to provide insights on the funds received and the current status of spending.
9. Maintain office inventory, manage office equipment, replenish office postage meter, record daily postage expenditure, and track printer meter records.
10. Arrange printing and keep stock of office stationery, and assist in other office administrative duties during the absence of the Logistics Officer.
11. Assist in the management of filing systems.
12. Perform any other duties as assigned by the Office Manager and other senior officers.

Term of Appointment

Temporary – 3 months

Application

Please send the completed application form (which can be downloaded from www.hketosf.gov.hk) and resume **by email** to: recruitment@hketosf.gov.hk or **by post** to: 130 Montgomery Street, San Francisco, CA 94104, U.S.A.

Applications should reach the Hong Kong Economic and Trade Office in San Francisco on or before April 18, 2025.

Candidates who are shortlisted for a selection interview will receive an invitation in due course. Only shortlisted candidates will be notified of the result of application. If a candidate is shortlisted for a selection interview, original copies of certificates and transcripts of education, record of previous employment and written reference letters must be provided.

Enquiries

Any enquiries concerning the post should be sent to the Hong Kong Economic and Trade Office, San Francisco by post or by e-mail to recruitment@hketosf.gov.hk.

General Notes

- (a) This is not a post on the civil service establishment. The candidate appointed is not on civil service terms of appointment and conditions of service. He/she will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (b) The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

- (c) It is Government policy to place people with a disability in appropriate jobs wherever possible. Applicants with a disability are considered on equal terms with other applicants. If an applicant with disability is found suitable for employment, she/he will be given an appropriate degree of preference for appointment over other applicants.