

**Job Title : Collection Rental**

**OVERALL PURPOSE:**

- ◆ For Special works for Neak Oknha President – Vattanac Industrial Park 1, Park 2, and other

**RESPONSIBILITIES:**

- ◆ Check and monitor rent payment
- ◆ Check and keep track of deposit payments
- ◆ Draft a new lease agreement and Prepare renew lease agreement
- ◆ Check the expiration date of each lease agreement
- ◆ Receive and prepare letters in response to renewal requests, new leases, rent discount requests, termination requests, tenant renaming requests
- ◆ Receive letters from tenants regarding various issues such as factory roofs leaks, water and electricity issues and send that information to the relevant department
- ◆ Issue a reminder letter to claim the rent if the Lessee has not yet paid the rent
- ◆ Prepare documents on the termination lease Agreement
- ◆ Issue an Official Receipt to the Lessee to confirm receipt of rent and deposit
- ◆ Prepare monthly, quarterly, and annual reports on rental income and deposits
- ◆ Prepare monthly report on Pasi collection and shop rent at Vattanac Industrial Parks I and II
- ◆ Remind the Lessee about the expiration of the lease
- ◆ Issue a letter to the Lessee to reimburse the Lessor for the annual property tax payment (according to the contract)
- ◆ Prepare documents and letters to request approval for property tax declaration
- ◆ Construction updates on real-estate layout and annual property tax declarations

**QUALIFICATIONS REQUIREMENTS:**

- ◆ Bachelor's degree in Finance or Accounting
- ◆ At least 2-3 year experiences in accounting
- ◆ Strong organizational skills, high commitment to work and teamwork
- ◆ Good Microsoft Office especially spreadsheet skills
- ◆ Good command of verbal and written Khmer and English (Chinese is an advantage)
- ◆ Good at accounting, Tax and Collection Report

Contact Info:

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