

POSITION: Treasury Supervisor
REPORTS TO: Treasury Manager
CAMPUS: School Wide/Business Office

PURPOSE

Under the supervision of the Treasury Manager, the Treasury Supervisor is responsible for overseeing the day-to-day operations of the Accounts Payable and Treasury functions to ensure efficient and accurate financial processes.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in accounting or finance from a reputable university.
- Minimum of 5 years of working experience in accounting, accounts payable or treasury-related positions.
- Strong organizational, leadership, and supervisory skills.
- Ability to work independently and as part of a team.
- Experience with Finance/Accounting Software Systems or ERP systems.
- Proficiency in Microsoft Office and Google Applications.
- Detail-oriented with a high level of initiative.
- Effective communication skills in both English and Indonesian.
- Excellent interpersonal and communication skills.
- Strong analytical thinking and ability to work under pressure.
- Ability to establish and maintain effective working relationships with people from diverse national and cultural backgrounds with sensitivity and respect.
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

- **Account Payable:**
 - Assist in supervising the AP functions and ensure that all payments are supported by complete documentation.
 - Ensure payments are made on time following the agreed payment schedules with vendors as stated in the PO, contract, etc.
 - Ensure zero discrepancies between the net invoice amount after withholding tax and the payment amount.
 - Perform periodic reconciliation of the AP module against the GL.
 - Assist in Identifying and implementing AP process improvement initiatives.
- **Treasury:**
 - Assist in safeguarding the school's cash and cash equivalents.
 - Assist in planning, monitoring, and reporting on cash flow.
 - Provide reconciliation of cash and cash equivalents including petty cash and advances balance against the GL.
 - Assist in managing and optimizing bank balances to support payments and investment income.
 - Oversee petty cash management and provide the reports.
 - Monitor and report on cash advances and their settlement.
 - Assist in supervising and monitoring the cashier's functions.
 - Assist in managing and reporting on investment income.
 - Assist in managing the online and offline payment channels.
 - Assist in identifying and implementing treasury process improvement initiatives.

- **Additional Responsibilities:**

- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness.
- Perform other related duties and assume additional responsibilities as assigned by the Head of Finance or CFOO/COO, including participating in school activities or events and attending workshops organized by JIS.

TO APPLY

Please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id