

Accounting Assistant

The Accounting Assistant will form part of the global Finance team and will report directly to the Accounting Supervisor.

Specific Duties

- Check Requests for Payments with its supporting documents and prepare cash/check vouchers
- Prepare also corresponding BIR Form 2307 - Withholding Tax Certificates for Suppliers
- Preparation and releasing of checks for payment
- Update/Maintain
 - Receiving & Inspection Reports (fixed assets)
 - Schedule of Capex Costing per Equipment
 - Employees Accountability Listing
- Check Liquidation of Advances (Peso) and prepare Journal or check voucher
- Other related duties which may be assigned by immediate superior

Qualifications & Experience

- Bachelor/College Degree in Accountancy or any Business course.
- Must have at least 1-year experience in handling Accounts Payable Process.
- High proficiency in Microsoft Excel; preferably with exposure handling Accpac Accounting Software.
- Highly analytical, attentive to details and has excellent problem solving skills.
- Able to communicate ideas clearly and effectively.
- Strong sense of responsibility, innovative, hardworking, self-motivated and able to meet deadlines.