

## Accounting Supervisor

*The Accounting Supervisor will form part of the global Finance team and will report directly to the Accounting Manager – Philippines.*

### Specific Duties

- Meet monthly accounting operational standards by providing accurate and timely financial information thru these activities:
  - Preparation of necessary standard and recurring journal entries;
  - Analysis of GL accounts and preparation of supporting schedules;
  - Analysis of Revenues/Receivables and preparation of related reports
  - Coordination of Intercompany Receivables and Payables
  - Review of the financial results and initiating necessary corrective actions;
  - Analysis and preparation of monthly variance reports and other financial reports
- Review disbursements by verifying amounts against supporting documents and process wire transfers
- Prepare customers' invoices and coordinate with clients to ensure receivables are collected on time and resolve inquiries
- Supervise the preparation of forecasts and budget information
- Review accounting transactions and recommend procedural and systems improvements
- Coordinate with external auditors and tax authorities during audits
- Other related duties which may be assigned by immediate superior

### Qualifications & Experience

- Bachelors/College Degree in Accountancy.
- Must be a Certified Public Accountant.
- Must have at least 1 year intensive supervisory experience handling the entire facets of Accounting.
- High proficiency in Microsoft Excel; preferably with exposure handling Accpac Accounting Software.
- Thorough exposure on BIR periodic reports.
- Highly analytical, attentive to details and has excellent problem solving and leadership skills.
- Able to communicate ideas clearly and effectively.
- Strong sense of responsibility, innovative, hardworking, self-motivated and able to meet deadlines.