



Asia Broadcast Satellite (ABS) is a young, dynamic, fast growing, premier satellite operator. We provide the best in class service to our customers through our professional sales and technical experts around the world. To cope with our rapid expansion, we are looking for energetic, passionate, service oriented associates to join us for the following position:

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.