



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 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