



WE'RE HIRING!

 **SVI**
Your Global Solutions Partner

ACCOUNTING CLERK

Responsibilities

- Perform specific accounting functions
- Ensures proper, accurate and timely processing of accounting documents
- Preparation of schedules and monitoring of accounts.
- Provide accounting and clerical support to the accounting department
- Prepare and maintain accounting documents and records
- Function in accordance with the established standards, procedures and applicable laws
- Perform related work as assigned

Qualifications

- Candidate must possess at least a Bachelor's/College Degree, Finance/Accountancy/Banking or equivalent.
- At least 1 year of working experience in the related field is required for this position.
- Familiarity with Bookkeeping and basic accounting procedures
- Proven accounting experience, handling accounts receivable or account payable is a plus
- Must be willing to work in Ortigas, Pasig City

Salary range:
P15,000 – P20,000
***Offer Based on Over-all Assessment**

Get in touch with SVI-HRD
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For more information, visit
www.svi.com.ph