



WE'RE HIRING!

REGULAR ACCOUNTANT

Responsibilities

- ❖ Verify, allocate, post and reconcile accounts payable and receivable
- ❖ Produce error-free accounting reports and present their results
- ❖ Analyze financial information and summarize financial status
- ❖ Spot errors and suggest ways to improve efficiency and spending
- ❖ Provide technical support and advice on Management Accountant
- ❖ Review and recommend modifications to accounting systems and procedures
- ❖ Manage accounting assistants and bookkeepers
- ❖ Participate in financial standards setting and in forecast process
- ❖ Provide input into department's goal setting process
- ❖ Prepare financial statements and produce budget according to schedule
- ❖ Assist with tax audits and tax returns
- ❖ Direct internal and external audits to ensure compliance
- ❖ Plan, assign and review staff's work
- ❖ Support month-end and year-end close process
- ❖ Develop and document business processes and accounting policies to maintain and strengthen internal controls
- ❖ Ensure compliance with GAAP principles
- ❖ Liaise with our Financial Manager and Accounting Manager to improve financial procedures

Qualifications

- ❖ Candidate must possess at least a Bachelor's/College Degree, Finance/Accountancy/Banking or equivalent.
- ❖ At least 2 year(s) of working experience in the related field is required for this position.
- ❖ Thorough knowledge of basic accounting procedures
- ❖ In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- ❖ Awareness of business trends
- ❖ Familiarity with financial accounting statements
- ❖ Experience with general ledger functions and the month-end/year-end close process
- ❖ Hands-on experience with accounting software packages, like FreshBooks and QuickBooks
- ❖ Advanced MS Excel skills including Vlookups and pivot tables
- ❖ Accuracy and attention to detail
- ❖ Aptitude for numbers and quantitative skills
- ❖ Relevant certification (e.g. CMA or CPA) is an advantage
- ❖ Must be willing to work in Ortigas, Pasig City