



Position: **General Accounting Specialist**

Service Group: **Finance and Accounting Services**

Immediate Superior: **Senior Assistant Vice President for FAS**

**Qualifications:**

- Candidate must possess at least Bachelor's/College Degree in Accountancy.
- CPA is an advantage
- Required Skill(s): Proficient in Microsoft Excel and Basic Computer Skills
- Required language(s): English
- At least 2 Year(s) of working experience in the related field is required for this position.

**Job Description:**

- Compliance with government regulations.
- Compliance of recording with the Philippine Financial Reporting Standards
- Preparation of VAT relief & filing of VAT (monthly, quarterly)
- Maintenance of deferred-input tax schedule
- Amortization of deferred input tax-services summary
- Review ORB & Sales Registers prior to VAT filing
- Review and filing of SAWT (CWTs quarterly)
- Review EWT prior to filing (for tie up to expense accounts)
- Checks Summary List of Regular Suppliers (due every July 31st & January 31st of the year) prior to filing
- Maintenance of FAM
- Checking of APVs, liquidations and reimbursements;
- Filing & completion of Journal Vouchers
- Fire and Property Floater & Casualty insurance set-up
- Set-up and monitoring of barter
- Updates & adjusts the following accounts monthly:
- Acceptance payable
- Notes payable
- Closing entries and other adjustments for the month

- Schedule of Operating Expenses
- Attend to BIR audit
- Attend to SGV audit
- Processing of municipal tax and other registrations – once a year
- Checking of LTO registration advances & liquidations vs FAM
- Review of all balance sheet and nominal accounts for audit readiness especially:
  - AR Others
  - AR Vehicles
  - AR Parts
  - Government Remittances
- Review of trial balance / balance of accounts
- Tailoring and maintenance of the following:
  - IM
  - AP
  - AR in coordination with IICS
  - OEB in coordination with IICS
  - VSA in coordination with IICS and Imports
- Supplier master (Ensure there is COR & TIN per supplier, check VAT reg)

