



Job Title: **GENERAL ACCOUNTING SPECIALIST**
Department: **FINANCE & ACCOUNTING SERVICES**

Qualifications:

- Candidate must possess at least Professional License (Passed Board/Bar/Professional License Exam) in Finance/Accountancy/Banking or equivalent. (CPA)
- At least 2 Year(s) of working experience in the related field is required for this position.
- Work experience in an Audit firm is an advantage
- Required Skill(s): Proficient in Excel
- Preferably 1-4 years Experienced Employee specialized in Finance - Audit/Taxation or equivalent.

Job Objective:

- To process Accounting transactions in an accurate and timely manner.
- to maintain accurate and complete accounting documents and records.
- To generate accurate and complete financial reports.
- To implement procedures that will safeguard the assets of the company.

Duties and Responsibilities:

- Performs bank reconciliation on a monthly basis
- Maintains the fixed assets register of the company.
- Monitors and updates the schedules of various balance sheet accounts.
- Assist the SAVP Finance in handling SGV audit. Monitors and ensure the speedy submission of accurate schedules, documents, records to SGV for early AFS release.
- Prepares the monthly trial balance and all required schedules.
- Monitors and ensure that the e-files archiving is complete and intact.

