

JOB BRIEF

JOB TITLE: ACCOUNTING ASSISTANT

REPORTING RELATIONSHIP:

Directly coordinates and reports with HEAD ACCOUNTING PERSONNEL and/or PRESIDENT

QUALIFICATIONS:

Education: College graduate of Accountancy / Management Accounting / Accounting Technology or any related 4- year course, *Additional Certification (CPA/CMA) is a plus*

Knowledge/

Experience: Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)

Experience in accounting department for at least 1-2 years

Hands-on experience with accounting software like SAP and QuickBooks

Experience with general ledger functions

Skills: Communication skills, strong analytical and organizational skills, strong reporting skills, superior attention to detail; analytical skills; critical thinking skills; computer skills, particularly with spreadsheets and calculation

Abilities: Oral and written communication skills, time management and organizational skills

DUTIES AND RESPONSIBILITIES:

1. Assistance in FS preparation

- Update journal entries and summary of operating expenses (weekly and monthly)
- Collecting, interpreting, and reviewing financial data in preparation for creating monthly financial statements.
- Collecting, interpreting and analyzing financial data needed for weekly reports

2. Cash management (Identifying potential cash flow problems, monitor funding)

- Monitoring and Plotting of Statement of Accounts of all loans under each bank every start of the month all the due to be incorporated in the cash funding.
- Prepare Daily and Weekly Cash Forecast (Cash Inflow and Outflow)
- Update and reconciling an entity's bank account with its financial records and to confirm that payments have been processed and cash collections have been deposited into a bank account.
- Preparation o checks with vouchers, computing the vat breakdown together with the BIR 2307 (includes payroll)
- Daily preparation of Deposits/Fund transfer/Update passbooks/ etc.

3. Compliance with BIR and other government requirements

- Collect and prepare financial data needed for filling tax returns for BIR submission monthly, quarterly, annually (Withholding Tax, Value Added Tax)
- Preparing Monthly and Quarterly Sales and Purchases tax reports for business units for consolidation
- Submission of MC 28 Report to SEC, online registration of SEC Online submission tool, and GIS 2021

4. Other Tasks, as needed