



## **ACCOUNTANT II**

### **A. Job Summary**

Responsible in determining the accurate inventory to be recorded and reported. Also responsible in determining the unit cost of the products sold for recording purposes.

### **B. Duties and Responsibilities**

1. Ensures proper recording of Merchandise Inventory and Cost of Sales thru:
  - the proper monitoring and recording of Receiving Reports
  - the accurate encoding of Purchase Orders
  - the proper monitoring and recording of Withdrawal Reports
2. Reconciles physical inventory per count vs. books
  - Conducts interim/annual physical count of the stocks on hand
  - Conducts annual physical count of the office supplies
  - Consolidation and matching of data encoded from Withdrawal Report, Receiving Report and Purchase Order
3. Prepares subsidiary ledger for Merchandise Inventory and Office Supplies Inventory account
4. Performs other related tasks that may be assigned from time to time.

### **Qualifications**

- BS Accountancy graduate or any related course
- With at least two years working experience if non-CPA, 6 months if CPA
- Knowledgeable on computer applications and accounting systems.
- Must be familiar with Computer, Accounting functions, systems and procedures, Tax Rulings and BIR guidelines
- Computer literate, Business Writing Skills, Interpersonal Skills
- Knowledge of government regulations is an advantage

Applicants may send or personally submit their comprehensive resume and Transcript on or before August 2, 2018 to:

#### **Ms. Melanie M. Aguelo**

Human Resources/ Administration

Philippine Pharma Procurement, Inc.

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