

SECTION HEAD

A. Job Summary

Responsible in assisting the Accounting Supervisor/ Accounting Manager in the implementation and maintenance of general accounting process and ensures proper and accurate recording of transactions in the company's accounting books.

B. Duties and Responsibilities

- Renders technical assistance in the preparation of Financial Statements.
- Responsible for the maintenance of the general ledger, check disbursement books and general journal.
- Prepares bank reconciliation statements.
- Prepares journal vouchers for recurring transactions, and adjustments, if necessary
- Handles processing and monitoring of cash advance availment and subsequent liquidation. Prepares vouchers thereof.
- Handles subsidiary ledgers of Due from Employees account
- Generates financial and accounting reports as may be required from time to time.
- Handles payroll for rank and file employees
- Handles the accounting for the replenishment of petty cash / revolving fund
- Performs other related tasks that may be assigned from time to time.

C. Qualifications

- BS Accounting degree holder, must be CPA
- With at least two years related experience.
- Knowledgeable in Financial and Accounting Analysis, Taxation, Payroll preparation, accounting updates and trends including latest accounting softwares, tax rulings and BIR guidelines
- Must be proficient in excel, Business Writing Skills, Good Interpersonal Skills, attention to details, adeptness in numbers and can handle confidential matter
- Knowledge of government regulations is an advantage

Applicants may send or personally submit their comprehensive resume and Transcript to:

Ms. Melanie M. Aguelo

Human Resources/ Administration

Philippine Pharma Procurement, Inc.

2nd Flr. NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City

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