

ACCOUNTING SPECIALIST

(16th Floor UCPB Building, Makati Avenue, Makati City)

Job Summary:

Responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

Qualifications:

- Must be a graduate of BS Accountancy
- With at least 1-3 years job related experience
- Computer literate. Good communications in verbal and written. Excellent mathematical and analytical skills.