

TAX ASSOCIATE

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

Job Summary:

Ensure that organization complies with all relevant laws and regulations by gathering information about income, profits, and expenses. Maintain tax records of organizations, compiling reports on expenditures, payroll, and revenue.

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.