

Location	Intramuros, Manila
Position	<b>ACCOUNTING SPECIALIST (AR)</b>
Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Generate schedule and analyzes/reconcile balances of AR (Account Receivable) transactions.</li> <li>2. Prepares journal entries and debit/credit memos including adjustments on advances/receivables.</li> <li>3. Generating invoices and account discrepancies.</li> <li>4. Summarizes and prepare payroll deduction advice for transmittal to HRD.</li> <li>5. Generates and prepares monthly schedule of accounts receivable and advances to suppliers.</li> <li>6. Prepares account receivable aging schedules and evaluates the customer's account due for collection.</li> <li>7. Prepares statement of account to customers</li> </ol>
Education	Graduate of BS Accountancy
Skills Required	Computer literate. Good communication in verbal & written. Excellent mathematical and analytical skills
Others	Can work with minimum supervision, minimum of 1-3 years of relevant experience
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php 23,500 - 25,000