

Location	Intramuros, Manila
Position	TAX SPECIALIST
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Responsible for the preparation and review of tax returns, including ensuring all federal and state income tax returns are prepared timely and accurately and in compliance with applicable laws. 2. Prepares journal entries of transactions, adjustment per analysis of real and nominal accounts of CIIF subsidiaries. 3. Prepares tax certificates of CIIF subsidiaries transactions for every payment release. 4. Prepares and reviews monthly, quarterly, and annual BIR returns and file taxes due for remittances of CIIF subsidiaries. 5. Complies with government report requirements, renewal of business permits, and payment of real property taxes.
Education	Graduate of BS Accountancy
Skills Required	Knowledgeable in Tax Regulations
Others	Can work with minimum supervision, With at least three (3) years of relevant experience
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php 33,700 - 35,000