

Location	Intramuros, Manila
Position	HEAD, ACCOUNTING
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements 2. Review and check reports: <ol style="list-style-type: none"> a. Income statements, Balance sheets, schedules to financial statements. b. Analysis of interest income/expenses, and analysis of reserve accounts. c. Analysis of actual expenses vs. budget. d. Check the completeness of accounting records for future reference 3. Coordinate with BIR examiners and external audit inquiries and requirements. 4. Review performance reports (PPR) and plant expenses and make reports thereof or variance analysis. 5. Checks and reviews all documentation and reports for the Philippine Economic Zone Authority (PEZA) 6. Checks and reviews year-end reports/COA audit reports (all companies)
Education	Must be a Certified Public Accountant
Skills Required	With 6-10 years of job-related experience. Computer literate. Good communication in verbal & written. Excellent mathematical and analytical skills. Excellent leadership and team management capabilities.
Job Type	Permanent, Regular
Job Level	Middle Management
Rate	Php 80,003.00
Benefits and Allowances	<ul style="list-style-type: none"> - 13th month and 14th month - De minimis Benefit - Representation Allowance or Transportation Allowance - Personnel Economic Relief Allowance - Paid Leaves - Other benefits as provided by law