

Area of Assignment	Intramuros, Manila
Position	ACCOUNTING SPECIALIST (AP)
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner 2. Prepares system-generated requests for payment and accounts payable vouchers (APV). 3. Handling accounts payable for separate entities and vendors. 4. Checks and verifies supplier's sales invoice, delivery receipt, purchase order and receiving report. 5. Checks and verifies billings for utilities and other expenses for proper charging of accounts. 6. Prepares schedule of accounts payable, analyzes and prepares journal voucher and AP debit memo for adjustments. 7. Reconciling processed work by verifying entries and comparing system reports to balances. 8. Paying vendors by scheduling paychecks and ensuring payment.
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 31,320.00
Benefits and Allowances	<ul style="list-style-type: none"> - 13th month and 14th month - De minimis Benefit - Personnel Economic Relief Allowance - Paid Leaves - Other benefits as provided by law