

Area of Assignment	Intramuros, Manila
Position	FINANCE ADMIN STAFF
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Collects and encodes CWT from various customers. 2. Maintains complete files of SPMC sales invoices for BIR future reference and Original Receipts, Non-VAT, and Collection Receipt Vouchers. 3. Assist in the preparation for submission of BIR monthly/quarterly reports and renewal of business permits.
Education	Graduate of BS Accountancy and other related courses
Skills Required	With basic knowledge in BIR compliance and other regulatory compliance.
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php 19,744.00
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