



JOB DESCRIPTION

POSITION TITLE:

GENERAL LEDGER ANALYST

JOB OBJECTIVE:

To provide support to accounting functions through clerical accounting activities of the Company

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Performs keen assistance in processing the following transactions:
 - a. Accurate computation and entry of various journal vouchers and monthly Income Tax Payable;
 - b. Preparation of monthly schedules on accounts and BIR reporting;
 - c. Timely and accurate entry of transactions and submission of Bank Reconciliations and other related reports necessary for the monthly closing of books;
 - d. Performs variance analysis on accounts and ensures completeness and accuracy of transactions and account balances;
 - e. Provides assistance during audits and preparation of ERC Annual Reports;
 - f. Coordination of requirements with customs broker for submission to the Bureau of Customs and BIR for the renewal of Import Accreditation and processing of importations;
 - g. Coordination and submission of requirements to the bank in the opening or renewal of Standby Letter of Credit for contracts and importations;
 - h. Other reports as may be required.
2. Receives, refers and directs all incoming calls and correspondence requiring due actions.
3. Prepares and submits required reports within specified deadline.
4. Performs tasks that may be assigned from time to time;
5. Performs other tasks inherent to the position.

JOB SPECIFICATIONS/QUALIFICATIONS:

Education: Graduate of a four (4) year college course Major in Accounting/ Accountancy/Management Accounting or other related course



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Experience:	Fresh graduates may apply
Training/Skills:	Average oral and written communication skills; above average knowledge of accounting procedures
Competencies:	Basic: <ul style="list-style-type: none">• Communication• Integrity• Continuous Improvement Adaptability Functional: <ul style="list-style-type: none">• Problem Solving• Planning and Organizing• Achievement/Results Orientation
Others:	May be male or female; must meet all physical requirements (fitness, etc.)
WORKING CONDITIONS and PHYSICAL DEMANDS: An eight-hour duty in a well-ventilated office that requires the use of computer, telephone and other office equipment and the need to make occasional trips to and from areas to coordinate and perform work with other units.	