

POSITION TITLE: ACCOUNTING ASSOCIATE		
HOLDER OF POSITION:		REPORTS TO: Accounting Supervisor
DEPARTMENT: Accounting		TITLE OF SUBORDINATES: N/A
SECTION: Accounting Angeles		
JOB OBJECTIVE: To provide support to accounting functions through clerical accounting activities of the Company		
SPECIFIC DUTIES AND RESPONSIBILITIES: <ol style="list-style-type: none"> 1. Performs keen assistance in processing the following transactions: <ol style="list-style-type: none"> a. Preparation and analysis of general journal transactions with supporting schedules and required attachments; b. Preparation of monthly general journal reports; c. Assists the accounting supervisor in closing monthly books of accounts; d. Performs bank reconciliation; e. Assists in the preparation of refunds on customers' deposits, reconciliation and monitoring of merchant payments, monitoring of pole rental agreements, and monitoring of inventory and fixed assets; f. Performs cash counts and other internal control procedures; g. 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 deadlines. 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 or other related course	
Experience	Fresh graduates may apply	
Training/Skills	Average oral and written communication skills; above-average knowledge of accounting procedures	

Competencies

Basic –

- Communication
- Integrity
- Continuous Improvement
- Adaptability

Functional –

- Problem-Solving
- Planning and Organizing

Achievement/Results Orientation

WORKING CONDITIONS and PHYSICAL DEMANDS:

An eight-hour duty in a well-ventilated office requires a 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.