



STAFF ALLIANCE, INC.

4/F Tower 6789 Ayala Avenue, Makati City
Trunkline: 814-0914 Website: www.staff-alliance.com

ACCOUNTING ASSOCIATE

JOB DESCRIPTION:

- Assist in the preparation of Financial Statements and other accounting-related reports
- Monitor and analyze expenses, inventory, accounts payable, receivables, and other accounting-related transactions
- Perform account reconciliation
- Perform internal audit and assist in inventory activities
- First point of contact for accounting-related inquiries and concerns
- Assist in implementing accounting policies and ensuring compliance of all departments and groups of the company

REQUIREMENTS

- Graduate of Accountancy
- Must be flexible, has keen attention to details, and trustworthy
- Willing to report onsite in Makati City
- **FRESH CPA BOARD PASSERS ARE WELCOME TO APPLY!**



ACCOUNTING OFFICER/SUPERVISOR

JOB DESCRIPTION:

- Bookkeeping and safekeeping of Books of Accounts of the head office, regional office and subsidiary companies
 - Journal Book
 - Sales Book
 - Cash Receipts Book
 - Cash Disbursements Book
 - General Ledger Book
- Ensures completeness of journal vouchers & sales book accountable forms every month
- Prepares Financial Statements, Variance Analysis and Bank Reconciliation
- Prepares and files tax returns of the head office and its subsidiaries
- Monitors inventory and performs branch audit
- Monitors and audits Summary of Creditable Withholding Tax (Quarterly & Annually)
- Prepares Annual Budget
- Responsible for monitoring of completion and annual filing of books
- Assists in interim and annual audits by external auditors, in terms of preparing various analysis and schedules needed to complete the year-end audit
- Assists in BIR audit in terms of retrieval of documents, preparing various analysis and schedules needed for the audit
- Other assignments that may be assigned from time to time

REQUIREMENTS:

- Must be a Certified Public Accountant
- With at least 2 to 3 years of General Accounting experience gained from any industry
- Must be flexible, has keen attention to details, and trustworthy
- With good communication, organization and leadership skills
- Willing to report onsite in Makati City