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<b>Position Title</b>	Finance Supervisor
<b>Division</b>	Finance-Admin
<b>Department</b>	Finance
<b>Team</b>	


ORGANIZATIONAL RELATIONSHIP	
<b>Report To</b>	Finance Manager
<b>Supervises</b>	

**Job Description Summary:**

Responsible for providing accurate and timely financial information and reports to facilitate the decision-making process and ensure the success of the company.

**Essential Duties & Responsibilities:**

Essential results-based duties	
<u>Cash management</u>	<ul style="list-style-type: none"> <li>• Reviews, validates and approves petty cash replenishment, reimbursement, cash advance and liquidations prepared by general accountant</li> <li>• Records journal entries for fund transfers and bank to bank transactions</li> <li>• Prepares weekly cash position report and ensures that all weekly transactions are accurately recorded (e.g. deposits, cleared checks, debit and credit memos, bank charges)</li> <li>• Prepares monthly bank reconciliation</li> </ul>
<u>Payroll</u>	<ul style="list-style-type: none"> <li>• Records journal entries based on the bi-monthly payroll report from treasury</li> <li>• Ensures reconciliation of all employee accounts (e.g. advances, loans, reimbursements) with the general ledger account</li> <li>• Calculate commissions, forward calculations to the finance manager for review, and accrue the amount of commissions</li> </ul>
<u>Fixed asset management</u>	<ul style="list-style-type: none"> <li>• Ensures accurate and timely updating of general ledger and lapsing schedule for all additions and disposals</li> <li>• Computes and records journal entries to record monthly depreciation and amortization</li> </ul>

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### Financial Reporting

- Complete monthly, quarterly and/or annual closing process checklist and record entries, which include, but are not limited, to the following:
  - i. Book reconciling items (e.g. interest, book errors, unrecorded debit or credit memos)
  - ii. Depreciation and amortization of fixed assets
  - iii. Amortization of interest expense from loans
  - iv. Amortization of prepayments
  - v. Recognition of bad debts or write-off of receivables
  - vi. Accrual of recurring payables (e.g. salaries, statutory, rent, utilities, gas and oil, transportation)
  - vii. Accrual of income taxes
- Review and reconcile sub ledger transactions are reconciled
- Conducts and analytical review of all accounts in the chart of accounts. This should be a comparison of the current year-to-date balance against the preceding year's year-to-date balance
- Provide an analytical report for the Finance Manager

### Position Requirement / Professional Skills

- Strong computer skills, MS excel in particular; experience in accounting system is a plus
- Strong written and verbal communication skills as well as interpersonal skills.
- Team player, with a positive attitude, who is pro-active and owns accountability.
- Able to do multitasking and willing to work on any assigned task from time to time


### Minimum Qualifications:

- Candidate must possess at least a bachelor's degree/ college degree/ professional license in Accounting/ Finance/ Banking or equivalent
- CPA is not a requirement but is an advantage
- Has at least 3 years in an accounting-related position; minimum 1 year as supervisor

### Preferred Qualifications:

#### **Technical Skills**

- Accounting expertise
- Computer skills
- Presentation skills

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**Behavioral Skills**

- Communication skills
- Attention to Detail
- Time management

**Performance Expectations:**

- Knowledge in bookkeeping and basic accounting principles
- Trust-worthy, detailed-oriented, organized, independent and highly analytical


**Working Conditions:**

- Working conditions are normal for an office environment.
- Work may require occasional weekend and/or evening work.

**Working Relationships:**

- Reporting Relationship: Receives direct supervision from Finance Manager
- Internal: Works across all departments
- External: Deals with banks and other third parties engaged with the company

<b>Verified by:</b>	<b>Agreed by:</b>	<b>Approved by:</b>
<b>Signature over Printed Name (Incumbent)</b>	<b>Signature over Printed Name (Immediate Superior)</b>	<b>Signature over Printed Name (Department Manager)</b>

	<b>Job Description</b>	<b>Doc. Ref.: MFAPI-JD-FIN-APS</b>
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<b>Position Title</b>	Accounts Payable Specialist
<b>Division</b>	Finance-Admin
<b>Department</b>	Finance
<b>Team</b>	

ORGANIZATIONAL RELATIONSHIP	
<b>Report To</b>	Finance Manager
<b>Supervises</b>	

**General Description of the Position:**

Responsible for completing payment and controlling expenses of the organization. Responsible for the Management of all payment cycle activities in a timely and efficient manner.

**Scope of Responsibilities:**

- Tracks all payments and expenditures including purchase orders, invoices, billing statements, employee liquidation and reimbursement, etc.
- Schedules pay checks and ensures payment is received for outstanding credit; responds to all finance-related inquiries from vendors and service providers
- Verifies billings, invoice before payment preparation
- Ensures correct withholding taxes are applied and generates the needed tax reports for sending to supplier
- Updates and ensures correctness of accounting entry
- Validates entries, comparing system reports to balances
- Verifies vendor accounts by reconciling monthly statements. Onboards and updates vendor and vendor data
- Maintains historical records and ensures proper and accurate document preparation
- Prepares monthly summary report of input taxes and withholding taxes
- Prepares month-end entries such as depreciation, amortization, accruals, etc.
- Assists in monitoring of inventory, when needed


INTERNAL/EXTERNAL CONTACTS
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Internal	Employees from all levels
External	Suppliers, vendors

QUALIFICATIONS
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**A. Educational Background**

- Bachelor's Degree in Accounting, Finance or related field

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**B. Specific Skills and Attitude**

- Knowledge of basic accounting principles, particularly those concerning accounts payable
- Must be highly organized and with keen attention to detail
- Must be analytical and with well-developed problem solving skills
- Able to prioritize tasks well within deadlines
- Able to multi-task and work with minimum supervision

**C. Work Experience**

- Preferably with at least one year experience in accounting, preferably in accounts payable

<b>Verified by:</b>	<b>Agreed by:</b>	<b>Approved by:</b>
<b>Signature over Printed Name (Incumbent)</b>	<b>Signature over Printed Name (Immediate Superior)</b>	<b>Signature over Printed Name (Department Manager)</b>