

LOCAL HIRING

ACCOUNTING SUPERVISORS

- Must have a PRC license in Accountancy
- Knowledgeable in Accounting and Finance systems
- At least 2 years relevant experience
- Good Organizational and Problem Solving Skills



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Document Title: Job Description Form

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Department: Accounting and Finance Job Title: Accounting and Finance Supervisor
 Directly Reporting To: Chief Accountant Level/Grade: Supervisory
 Categories: New Replacement Full Time Part Time
 Proby Project Hire Intern

Job Description Summary

To monitor, update and ensure timely submission of statements of accounts.

Key Responsibilities	
Major Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> To maintain and tally employees alpha list for year end withholding tax computation <input type="checkbox"/> To create client Invoice <input type="checkbox"/> To ensure timely creation, preparation and submission of Payroll <input type="checkbox"/> To ensure proper monitoring, computation and timely submission of Government Remittance <input type="checkbox"/> To maintain and update A/R Ledger <input type="checkbox"/> To assist in the creation of financial reports <input type="checkbox"/> To assist in maintaining financial system <input type="checkbox"/> To ensure that confidentiality is always practiced in all aspects
Minor Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> To perform other Accounting and Finance duties assigned <input type="checkbox"/> To support for other teams as needed <input type="checkbox"/> To provide coaching and guidance to staff

Qualifications	
Education	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor Degree in Business Administration or the equivalent
Work Experience	<ul style="list-style-type: none"> <input type="checkbox"/> At least 2 years relevant experience
Competencies	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledgeable in Accounting and Finance systems <input type="checkbox"/> Demonstrated proficiency in English verbal and written communication <input type="checkbox"/> Proactive and a self-starter <input type="checkbox"/> Good Organizational and Problem Solving skills

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Prepared by:

Approved by:

HR

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