



MERCURY
GROUP
OF
COMPANIES, Inc.

Position: ACCOUNTANT

General Duties and Responsibilities:

1. Generate financial reports, including supporting schedules and other periodic reports on a timely basis.
2. Recording, and closing of books of accounts which may include review on AR and AP ledger, advances, check payments, VAT recording and others
3. Prepare bank reconciliations
4. Prepare and file tax returns, including the supporting schedules on a timely manner.
5. Perform other job-related duties as assigned

Qualifications:

1. Certified Public Accountant (CPA);
2. Strong mathematical, problem solving and analytical thinking skills;
3. Good communication, organization, and presentation skills;
4. Flexible and with keen attention to detail;
5. High level of confidentiality
6. Willing to work on-site in Bagumbayan, Quezon City

FRESH CPA BOARD PASSERS ARE WELCOME TO APPLY!

Interested applicants may send their resume to mgci.personnel@mercurygroup.com.ph or mgci.pm@mercurygroup.com.ph.



Position: ACCOUNTING ASSISTANT

General Duties and Responsibilities:

1. Process check disbursements including all the supporting documents such as but not limited to invoices, AP/check vouchers, and release checks;
2. Prepare BIR returns including the supporting schedules (e.g. alphalist, SLSP, etc.)
3. Perform basic office tasks, such as filing, data entry, preparing letters, scanning documents, answering phones, processing mails, etc.
4. Perform other job-related duties as assigned

Qualifications:

1. Graduate of BS Accountancy;
2. Strong mathematical, problem solving and analytical thinking skills;
3. Good communication, organization, and interpersonal skills;
4. Flexible and with keen attention to detail;
5. High level of confidentiality
6. Willing to work on-site in Bagumbayan, Quezon City

FRESH GRADUATES ARE WELCOME TO APPLY!

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