



OFFICE: 3361 Ramon Magsaysay Boulevard, Brgy 426, Zone 043, Sampaloc, Manila  
PLANT: Marilaque Industrial Park, Km 38 Marcos Highway, Brgy. Pinugay, Baras Rizal  
Customer Hotline: Tel. No. 8836-6500/6501 Fax No.: 8836-6530  
Email: marketing@distinctiveblindsph.com  
Website: www.distinctive.com.ph

## ACCOUNTING SUPERVISOR -1

- Male / Female; Between 30-35 years old
- At Least with 5- years' experience in supervisory position
- Experience with Accounting Software e.g. QuickBook
- Solid knowledge of Bookkeeping & Accounting Principles, laws & regulations
- Ability to Prioritize Work
- B.S. Degree in Accounting or Finance
- Accounting Certification (CPA or CMA) is a plus

### Responsibilities

- Oversee daily transactions
  - o Accounts payable/ receivables
  - o General ledger
  - o Bank reconciliations
- Participating in Tax Audit & Payroll
- Manage Collectibles with Government Agencies
- Establish Accounting policies & Procedures
- Manage month-end and year-end closing

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## ACCOUNTING STAFFS- 2

- Male / Female; Between 25-30 years old
- At Least with 5- years' experience in Accounting Jobs
- Verse with QuickBooks Accounting Program
- Familiar with Government Taxation for manufacturing
- Detail Oriented; Good with spreadsheets
- Strong organizational & communication skills
- Confidentiality & Integrity
- Graduate of BSAct or BS in Accounting

### Responsibilities

- Maintain & Update accounting records & files
- Analyze budgets & create expense reports
- Examine tax policies & handle Tax Payment & returns
- Meet with clients to discuss confidential accounting issues
- Post transactions & categorize records in the general ledger
- Reconcile Bank Statement
- Conduct month-end and year-end closures
- Prepare documents for Audit
- Advise clients on financial issues via email or phone
- Apple new accounting polices & ensure compliance with rules & regulations
- Report to Accounting Manager

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**Window Treatments:** *Blinds, Shades, Motorized Blinds/Shades, Window Screen, Retractable Awning, PVC Folding Doors*

**Office Systems:** *Chairs, Tables, Cabinets, Demountable Partition, Compactor, Accessories*

**Personal Protective Equipment:** *Surgical Mask, Surgical Gowns, Body Suit, Cover Alls*