

MC Standard Job Description Form

Job Title: Accounting Officer	Reports To (Title): Sr. Asst. Manager/ Department Head
Jobholder Name:	Date: April 2022
Department/Division: CORPORATE	
Location: Manila	

Position Purpose – Describe the overall objective of your position at MC office and how it helps achieve the goals of the corporation.

Performs accounting functions such as bookkeeping, tax compliance and customs compliance for branch accounting. Prepare financial reports and files statutory documents with the objective of ensuring smooth business operations and compliance to corporate policies and accounting standards within the confines of laws and regulations. The position likewise aims to support external auditors in the conduct of their audit fieldwork to ensure that all requirements are completed before deadline.

Accountabilities	Major Activities
1. Accounting	<ul style="list-style-type: none"> • Posts offsetting transactions through the GBS system; • Generates profit and loss statements for internal analyses. • Analyze profit and loss statements to compare against budget and investigates causes of discrepancies. • Monitors disbursements slips from business departments for accuracy • Fixed assets monitoring • Issue Invoices and Official Receipts. • Monitor due dates of collections and payables.
2. Tax Compliance	<ul style="list-style-type: none"> • Facilitates payment of taxes and other government requirements (i.e. local business taxes, real estate, barangay clearance etc.); • Substantiate all transactions to comply with the tax agency rules and regulations. • Apply correct withholding tax rate • Verify if receipts or Invoice are acceptable for VAT claim • Prepare monthly, quarterly, and annual summary of withholding taxes on Compensation, Expanded, Final, Fringe Benefit Taxes, VAT and Corporate Income Tax. • Timely submission and payment of monthly, quarterly and annual tax agency requirements.
3. Audit	<ul style="list-style-type: none"> • Ensure company's compliance to audit requirements, by overseeing submission of detailed schedules and documents needed during audit fieldwork; • Prepares audit answers to queries related to the requirements of the auditors; • Facilitates discussion between MC and external auditors for resolution of issues;
4. Customs Compliance	<ul style="list-style-type: none"> • Check all importation documents for compliance with Philippine Customs Regulations • Ensure readiness of proper documentation in case of Customs audit • Verify the accuracy of valuation method & its computation.

Required Knowledge/Experience: – Describe Expertise (Required academic degree and experience) which is needed for delivering average performance as a jobholder of this post.

Professional Qualification:

- University Accounting Degree
- Certified Public Accountant.
- At least 4-4 years of experience in the accounting field to learn about Philippines tax requirements not taught in school.

Knowledge

- Accounting concepts
- Tax laws
- Customs laws

Competencies

- Communication and Teamwork
- Resilience
- Customer Orientation
- Planning and Organizing
- Analytical & Strategic Thinking
- Commercial Innovation & Creativity