

PHOENIX SOUTHERN PETROLEUM CORP

AUTHORIZED PARTNER OF PHOENIX PETROLEUM PHILIPPINES INC

14th Flr. Asian Star Building,
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mail@pspc.ph

21 March 2022

MR. JOSE M. IRINEO

Executive Director

Philippine Institute of Certified Public Accountants

Dear Mr. Irineo:

Our Company, Phoenix Southern Petroleum Corp, is a fuel retailing company operating in areas such as Metro Manila, Cavite, Laguna, Batangas, Bicol Region and Palawan Province. To date, we are operating eighty-two (82) fuel service stations. Despite of the challenges brought about by COVID-19 Pandemic, our company has grown and continuously expanding. With this, we are in search of additional members of our Finance and Accounting team to support the expanding operations of the company.

We are hoping that PICPA can grant our request to post our manpower requirements in PICPA's website or official FB Page. Please see attached file for the open positions and job description.

For questions and clarifications, you may reach our Recruitment Officer Ms. Pam Torres thru mobile 0998-5360485 or via e-mail abtorres@pspc.ph

Thank you.

Very truly yours,



AEGIE B. ALBACEA-SAMINIANO

HR and Admin Manager

0999-2217103

aasaminiano@pspc.ph

CERTIFIED PUBLIC ACCOUNTANT (CPA)

Certified Public Accountant is generally responsible for analyzing financial information and preparation of financial reports. The CPA also ensures that financial reporting and procedures are in accordance with Generally Accepted Accounting Principles (GAAP) and compliant with existing government rulings and regulations.

1. *Reconciling the company's bank statements and bookkeeping ledgers*
2. *Completing analysis of expenditures*
3. *Managing income and expenditure accounts*
4. *Generating the company's financial reports using income and expenditure data*
5. *Filing and remitting taxes and other financial obligations*
6. *Initiating and managing financial and accounting software used by the company*

Qualifications:

- A Certified Public Accountant (CPA);
- With at least three (3) years of related experience;
- With strong mathematical and analytical thinking skills;
- Knowledgeable and with hands-on experience in implementing GAAP;
- Well-versed in various updates in taxation and rulings of concerned government agencies;
- With good communication and presentation skills;
- Has keen attention to details;
- Willing to be trained, fast-learner;
- Willing to work on-site in Alabang, Muntinlupa City

REVENUE OFFICER

Revenue Officer is responsible for monitoring sales of assigned stations, ensuring cash deposits are deposited as scheduled and vouching tallied inventory of fuel products sold and fuel products left in tanks.

- 1. Checking of Daily Sales Report*
- 2. Verify and check the following OIC reports*
- 3. Posting of Site Rentals and Utilities billing in SAP*
- 4. Sending of Daily Cash Deposit Report*
- 5. Posting of Collection Receipts – Cash Sales*
- 6. Preparation of ARCM for cash shortages*
- 7. Checking and verifying of GRPO - Lubricants & LPG*
- 8. Monthly reconciliation of inventory (LPG and Lubricants)*
- 9. Monitoring and checking of returned Sales Invoice and Collection Receipt*
- 10. Spot Cash Audit, Fuel and Lubricants at the stations*

Qualifications:

- Graduate of Bachelor of Science in Accountancy;
- Preferably with at least one (1) year related experience;
- Has keen attention to details;
- Willing to be trained, fast-learner ;
- Willing to work on-site in Alabang, Muntinlupa City;
- Fresh graduates are welcome to apply;

DISBURSEMENT OFFICER

Disbursement Officer is responsible for reviewing, processing and booking cash advances, replenishments, liquidations, accounts payable transactions of the company which includes but not limited to payment to suppliers, utility bills, representation, government remittances, credit card payments, etc.

1. *Preparation of Check voucher and checks*
2. *Preparation of cash requirement summary*
3. *Preparation of BIR 2307 for Creditable withholding Tax (CWT) of suppliers.*
4. *Preparation of Expanded Withholding Tax Summary and filing of all documents having accountability with.*
5. *Recording of transactions in accounting system*
6. *Reconcile the cash advances issued and coordinate to compensation and benefits for proper deduction*
7. *Proper monitoring and accurate recording of accounting entries to the system.*

Qualifications:

- Graduate of Bachelor of Science in Accountancy
- Preferably with at least one (1) year related experience
- Has keen attention to details
- Willing to be trained, fast-learner
- Willing to work on-site in Alabang, Muntinlupa City
- Fresh graduates are welcome to apply