






ACCOUNTANT


Accounting and Finance Department

 **Work Location:**
Alabang, Muntinlupa

 **No. MP Required:**
2 MP

 **Submit CV to:**
escote.alyzza_meynell@jgc.com

 **Subject of Email:**
Accountant_Last Name, First Name

 **JPHIL recruitment is transparent, does not require any monetary requirements, and adheres to legal and ethical standards.**

Job Summary

- Oversees timely and accurate processing and review of all payables to suppliers and employees, including accuracy of tax computations, accounting entries and adherence to approved budget.
- Performs analysis and reconciliation of Accounts Payable and selected balance sheet and income statement accounts.
- Responsible for the accurate and timely preparation of monthly financial reports, including compliance to the requirements of the Bureau of Internal Revenue, Securities and Exchange Commission, Philippine Economic Zone Authority and other government agencies.

Job Requirements

- A graduate of BS Accountancy or its equivalent.
- Certified Public Accountant is an advantage.
- With at least ten (10) years work experience with a minimum three (3) years in a Supervisory capacity.
- With diverse work experience in payables, knowledgeable in taxation, and PEZA requirements.
- Proficient in accounting software such as SAP, or similar tools
- With strong attention to details and the ability to analyze accounts payable subsidiary ledgers and other vendor related accounts accurately.
- Knowledgeable in financial reporting.

What you'll do?

- Supervises the Accounts Payable team and ensures accuracy and timeliness of processing of all payments to suppliers and employees.
- Ensures that all Payment Endorsements (PEs) submitted bear the proper approvals and supporting documents that are compliant with internal and external requirements.
- Reviews and/or prepares monthly journal entries.
- Reviews and/or prepares reconciliation and analysis of selected balance sheet and income statement accounts.
- Reviews and/or prepares third party confirmation of outstanding balances and communicates any discrepancies noted.
- Prepares audit schedules and other requirements of the external auditor.
- Reviews monthly financial reports and other requirements of the BIR, SEC and other government agencies.