

# Accounting Staff (General Accounting)

## JOB DESCRIPTION

- Responsible for the daily recording, reporting and maintaining of schedules of accounting transactions
- Prepares bank reconciliation procedures
- Prepares and processes account payable vouchers for non-client transactions
- Files BIR returns
- Encodes journal entries
- Assists in the preparation of daily accounting reports and quarterly financial statements
- Prepares General Journal entries as assigned
- Performs such other and job-related duties as assigned

## JOB REQUIREMENTS

- Graduate of Bachelor's Degree in Accountancy or any related course
- Preferably CPA, but non-CPA applicants are welcome to apply
- With at least 1-3 experience in handling general accounting, collections and/or any Accounting function is an advantage

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## JOB REQUIREMENTS

- Knowledge in MS Office is a must
- Good oral and written communication skills
- Can handle working on different tasks with minimum supervision
- Trustworthy, hardworking and goal-oriented
- Team player and highly organized
- Must be willing to work on-site at Ortigas, Pasig City

## INTERESTED IN THE ROLE?

Send us your résumé through [apply@colfinancial.com](mailto:apply@colfinancial.com) and we'll get back to you as soon as possible.

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