

**DUTIES AND RESPONSIBILITIES:**

1. Prepares financial reports
  - a. Financial statements and corresponding schedules.
    1. Bank Reconciliation
    2. Aging of Accounts Receivable
    3. Fixed Assets Lapsing
    4. Taxes and Licenses
    5. Etc
  - b. Cash Position Report
  - c. Cash Flow Projection
  - d. Etc
2. Prepares and files tax returns
  - a. Income tax
  - b. Value Added Tax
3. Records transactions in the books of accounts
  - a. Cash Receipts
  - b. Cash Disbursements
  - c. Adjusting Journal Entries
4. Prepares Check Vouchers and Files supporting documents
5. Handles remittances to government agencies
6. Assists in the preparation of budget and corresponding analysis.
7. Ensures compliance with government agencies. Handles banking matters related to the job.
8. Coordinates with government agencies like BIR, SEC, SSS, HDMF, Medicare and LGU among others.
9. Ensures accounting control system is working efficiently and effectively
10. Assists in the processing of billing and collection of receivables
11. Other related tasks

**Qualifications:**

1. Must be a BS Accountancy Graduate
2. Preferably CPA
3. At least 1 1/2 years relevant experience in general accounting and taxation.
4. Knows how to prepare financial statements and related reports.
5. Familiar on how to maintain books of accounts.
6. With knowledge in BIR rules and regulations regarding expanded withholding tax, valued added tax, income tax and filing of tax returns.
7. Proficient in Word, Excel and Powerpoint

**Application**

Email your resume/CV to [careers@infocreditsolutions.net](mailto:careers@infocreditsolutions.net) to apply for this position.