



**WE'RE
HIRING!**

ACCOUNTING ASSISTANT

JOB DESCRIPTION

- Candidate must possess a Bachelor's Degree in Accountancy or Accounting Technology and other related courses
- Highly analytical, detail oriented and with intermediate knowledge in Microsoft Excel
- MUST be knowledgeable in the use of any accounting software at least 1 year of experience
- Can start ASAP; Work location: Ortigas Center, Pasig City

RESPONSIBILITIES:

- Prepare billing statement for rental and electricity to tenants
- Follow up collectibles through phone calls and email
- Daily monitoring of post dated checks (PDC)
- Post and reconcile tenant's payment
- Posting of recognition of rental income and electricity every month
- Prepare official receipt
- Prepare BIR report and updates Sales Journal
- Responsible for reviewing, monitoring, coordinating and documenting of collections and credit card transactions of assigned branches
- Posts all collection and adjustment transactions from Rpro to Navision system
- Handles, monitors and processes requirements for application of credit cards accreditation

Send your resume at hassistant@jbmusic.com.ph