



# WE'RE HIRING!

## AUDIT ASSISTANT

### JOB DESCRIPTION

- Candidate must possess Bachelor's Degree in Finance/Accountancy/Banking and/or
- Internal Auditing or equivalent
- Flexible in all fields of audit such as operation, warehouse, financial and system audit
- Hardworking and trustworthy
- Highly analytical and detail oriented
- Organized, with good communication skills and willing to learn more
- MUST be willing to do field work most of the time
- Can start ASAP; Work location: Ortigas Center, Pasig City or Mercedes Avenue, Cainta Rizal

### RESPONSIBILITIES:

- Responsible for reviewing, monitoring, verifying and documenting of the company sales, expenses, merchandise, supplies and inventory discrepancies
- Conduct random and monthly inspection of branches' cash sales and petty cash
- Monitors the movement of stocks and sales through the POS
- Prepares and updates inventory reconciliation of certain corporate accounts
- Monitors and prepares weekly reports on: audit accomplishment/progress, inventory discrepancies of branches, final audit inventory report of branches, unusual incidents, transaction and anomalies on branches and warehouse

Send your resume at [hrassistant@jbmusic.com.ph](mailto:hrassistant@jbmusic.com.ph)