



ACCOUNTING CLERK I

Qualifications

- College graduate, BS in Accountancy, Accounting Technology or Business Administration
- Work experience is an advantage
- Must be computer literate

Job Description

- Check preparation based on approved Request for Payment (RFP)
- Prepares RFP for admin expenses
- Maintains subsidiary ledger per payee
- Encoding of Input Tax on a monthly basis
- Filing of original Check Vouchers with its attachments
- Prepares Daily Cash Position Report
- Handles liquidation of cash advances
- Handles releasing of checks
- Manual writing on the Cash Receipts Book, Cash Disbursements Book and Journal Book
- Other duties that may be assigned from time to time