

Accounting Staff (Book...

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Company: John Clements Consultants, Inc

Location: Makati

Category: office-and-administrative-support

Liaise with internal and external parties such as auditors, tax agents, Company Secretary, bankers, etc. to include but not limited to the following:

Support and assist in administrative, bank financing matters, tax planning, feasibility studies and financial modeling

Coordinate with Project Managers (PM) and Project Engineers, regarding contract documents, change orders and other contract modifications, approvals, and additional services-related to billing.

Manage, oversee and work on daily operations of the accounting department, including but not limited to the following:

Support and assist for the project billing process, including responding to client inquiries, verifying contractor and employee's chargeable time; in accordance with the established accounting standards and billing policy.

Recommends financial actions by analyzing accounting options.

Substantiates financial transactions by auditing documents.

Maintains accounting controls by preparing and recommending policies and procedures.

Reconciles financial discrepancies by collecting and analyzing account information.

Prepares payments by verifying documentation and requesting disbursements.

Prepare and file government returns compliances to include but not limited to the following:
BIR, Social Security Services, PhilHealth, Pag-big, Local Municipality, BOI, PEZA

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