

## Book Keeper/Accounting

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Company: ASD POOL AND PONDS PHILIPPINES CORP.

Location: Quezon City

Category: other-general

- \* Record day to day financial transactions and complete the posting process
- \* Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- \* Bring the books to the trial balance stage
- \* Complete tax forms
- \* Enter data, maintain records and create reports and financial statements

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