

Accountant - night shift



Seller Info

Name: cel neyra
 First Name: cel
 Last Name: neyra
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 Address Line 1: Philippines
 Address Line 2: National Capital Region-NCR
 Street: Unit 201 Frabelle Bldg
 Madrigal Business Park Alab

Listing details

Common

Title: Accountant - night shift
 Job Type: Full-Time
 Description: **ESSENTIAL DUTIES AND RESPONSIBILITIES**
 include the following. Other duties may be assigned.

Performs transaction processing including Billing, Cash Receipt processing, Credit Card processing, and accounts payable. Staff Accountant will also provide backup, to other members of the Accounting staff, for processing during peak volume and vacation coverage

Identify and drive process improvements across all functions of accounting to improve efficiency and accuracy working with other functional areas throughout the company

Creates reports for clients and management detailing financial data

Tracks data via online banking systems, other online processing accounts

Establishes tracking systems for trends such as cost savings, VAT filings, banking fees, and other items as necessary

Direct communication with clients extending to officers and other board members with regarding to approval processes, banking and investment needs, and legal/tax related document reviews and signatory needs

Identify and negotiate cost savings where applicable such as bank fees, merchant fees, vendor fees and

costs
Problem solving/reconciliation of accounts
Devices and implements systems for improving
process workflow, looks for new efficiencies
Key team member of new client set up and transition
process

SKILLS AND ABILITIES REQUIRED

2 years' experience in Accounting
Intermediate level QuickBooks and Excel
experience required
Proven ability to drive process improvement and
comfortably implement new tools and software
Must be a team player, dedicated, multi-tasking
ability key, able to prioritize with minimal
supervision, self-motivated.
The ability to change priorities as business changes
occur
Experience working with budgets and other financial
reports such as P&L, balance sheet, A/R and A/R
sub ledgers
Must be able to communicate professionally
Good problem-solver with an analytical mind
Possesses a sense of urgency and pride in work
Degree in Finance or Accounting or equivalent work
experience is preferred
Entry or intermediate level in Virtual Merchant or
Bill and Pay
Willing to work night shift and holidays

Additional information

Company: OptimizeX
Contact Person: cel neyra
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Location

Account address on the maps: No
Address Line 1: Philippines