

Accountant - night shift



Seller Info

Name: cel 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: Accountant - night shift
22-25k

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

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Additional information

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Contact Person: Cel Neyra
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Location

Account address on the maps: No
Address Line 1: Philippines
Address Line 2: National Capital Region-NCR