

# PEOPLE'S CREDIT AND FINANCE CORPORATION

395 Sen Gil Puyat Makati city

<b>Doc. Title:</b>	Job Description
<b>Position:</b>	Accounting Associate I
<b>Department/Group:</b>	Controllership Department
<b>Reports To:</b>	Controllership Manager
<b>Supervises:</b>	N/A

## **BASIC FUNCTION:**

Under the Supervision of the Controllership Manager the Accounting Associate I handles the processing of the disbursements of the company, remittances to government agencies, monitoring of liquidation of cash advances and maintaining fixed assets schedule.

## **DUTIES AND RESPONSIBILITIES:**

1. Process requests for payments including cash advances and determine the completeness of supporting documents.
2. Checks and monitors liquidated and unliquidated cash advances.
3. Monitors billings of regular expenditures.
4. Prepares and maintains disbursement vouchers and registers.
5. Maintains and records petty cash transactions.
6. Maintains and analyzes fixed assets schedule and depreciation as well as amortizations of prepaid expenses.
7. Monitors, records and costs monthly issuances of supplies.
8. Reconciles fixed assets and supplies with the Inventory Planning and Control on a monthly basis.
9. Other duties that may be assigned from time to time.

## **Minimum Qualification**

Education: Accountancy graduate

Experience: At least six months experience in the same capacity; Fresh graduate may be considered

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Skills: Computer literate and very keen on details.