

POSITION	ACCOUNTANT (Certified Public Accountant)
DEPARTMENT	FINANCE
JOB LEVEL	OFFICER
REPORTS TO	FINANCE MANAGER
AREAS OF RESPONSIBILITY	ACCOUNTS PAYABLE, CORPORATE ACCOUNTING, MANUFACTURING ACCOUNTING, CASH ADVANCE LIQUIDATION
Functional Responsibilities	<ol style="list-style-type: none"> <li>1. Monitors and report accomplishment of Accounting Key Result Areas, Plans &amp; Programs</li> <li>2. Generate, analyze and report monthly financials and cost accounting</li> <li>3. Monitors budget and implements cost reduction opportunities.</li> <li>4. Liaise with auditors to ensure annual monitoring is carried out.</li> <li>5. Prepare financials and regulatory reports required by law, regulations and board of directors.</li> <li>6. Prepares operational and risk reports for management analysis.</li> <li>7. Supervise staff in accordance with the company policies and procedures.</li> <li>8. Manages payment of local payables.</li> <li>9. Manages compliance to 5S office standards.</li> <li>10. Conduct interview, hire new staff and provide employee orientation.</li> <li>11. Coach and provide career development advice to staff.</li> <li>12. Supervise the input and handling of financial data and reports for the company's automated financial systems (SAP).</li> <li>13. Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.</li> <li>14. Resolve accounting discrepancies including preparation of adjusting entries.</li> <li>15. Conduct orientation of accounting policies to employees and vendors.</li> <li>16. Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control</li> <li>17. Prepare and review budget, revenue, expense, payable invoices and other accounting documents.</li> <li>18. Monitor and review accounting and related system reports for accuracy and completeness.</li> <li>19. Assist staff to resolve complex or out of policy operation problems.</li> <li>20. Participates in management, operation and department meetings.</li> <li>21. Uphold the company credo.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Knowledge of office processes, procedures and technology. Experience in supervising project and team activities. Ability to read and interpret accounting and financial reports. This is normally acquired thru a combination of a CPA licensure and at two years of accounting and finance experience which includes supervisory responsibility.</li> </ol>

	2. Work requires willingness to work in flexible schedules.
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