

ACCOUNTING ASSISTANT



We at **Rieckermann Philippines** are on an exciting journey of growth and are looking for a motivated **Accounting Assistant** to help us achieve our vision to become “your first choice industrial solution provider”. The ideal candidate is a capable accountant who can assist us in the entire accounting process, including accounts-receivable, accounts-payable and bank posting.

At Rieckermann, our employees are our most precious asset. We embrace the values Quality, Commitment and Trust, which our colleagues and customers can appreciate throughout their Rieckermann experience. We encourage a strong learning culture where innovative ideas are heard, evaluated and supported, giving you the flexibility to develop both on a personal and professional level.

We look forward to having you in the Rieckermann family!

KEY DUTIES

- Handles preparation of check disbursement vouchers
- Handles preparation of Globe postpaid plans summary for online payment
- Handles daily preparation of Sales Invoice, Delivery Receipt and Billing Statements
- Handles updating of master list for goods delivered
- Handles filing of sales invoice, billing statement and delivery receipt's duplicate copy
- Handles filing of collectibles for goods and services including paid transactions
- Handles preparation of collection receipt and official receipt for direct deposit payments from customers
- Handles reproduction of documents for commission preparation and booking of transactions in quick books
- Handles preparation of petty cash fund reimbursement
- Handles actual year-end Inventory count with REMA Inventory assistant
- Handles quarterly summary of car expenses & liquidation including submission of arranged gas receipts
- Handles payment follow-up calls to customers for overdue or unpaid sales invoices and billing statements
- Handles preparation of messenger's daily itinerary which includes delivery, schedule of check pick-up and countering of invoices
- Handles preparation of purchase of foreign exchange import trade remittance to suppliers
- Handles preparation of miscellaneous transaction form for USD/EUR remittances to suppliers
- Handles preparation of BIR Form 2307 certificate - expanded withholding tax
- Handles sending of payment advice via e-mail for collection pick-up
- Assist in processing local government business permits
- Handles update of LOD for billing, shipping, and payment information

KEY REQUIREMENTS

- Bachelor's degree in Accountancy or equivalent
- 1-2 years of existing experience in general accounting. Fresh graduate are welcome too!
- Good computer skills and proficiency in MS Office Applications
- Strong interpersonal, communication and presentation skills
- Professional appearance and demeanor
- Excellent written and verbal English Skills

Rieckermann is a privately-owned group of companies providing international industrial solutions. We have more than 750 employees at 24 offices in 17 countries spanning Europe, Asia and the Middle East. We have been in business since 1892 and have established ourselves as a leading provider in our core markets and industries. Our service portfolio covers the entire value chain and scope of industrial plant development in various industry sectors: from single unit machines and equipment to complete production lines. We deliver high quality, tailor-made solutions in engineering operations, process technologies and technical services. For more information, please visit **www.rieckermann.com**.

If you would like to grow with us, please apply by sending your resume to Ms. Janet Mastrile Manalo at **j.manalo@rieckermann.com**

PH2301

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Disclaimer: Your information will be used solely for your job application. By sending your CV to us, you agree that your personal data shall be processed by us for the abovementioned purpose. In the event that you wish to remove your personal particulars from our system in the future, please email us via the abovementioned email address.



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