

Dunbrae Subic Incorporated - Our People Are Our Business

If you are detail oriented, problem solver, thinks outside the box and has the ability to multi-task and work under pressure. With hands-on experience working with general ledgers, good understanding of accounting and financial reporting principles and practices, and ability to work autonomously then **YOU ARE THE ONE WE ARE LOOKING FOR** as **BOOKKEEPER-ACCOUNTS RECEIVABLE**.

What you will be doing for us:

As **BOOKKEEPER-ACCOUNTS RECEIVABLE**, you will manage and take full ownership of Trade Receivable. Manage risk of non-collectability by making efforts to collect customer debt. Collect, categorize, calculate, verify and enter data to maintain accurate records and assist with budget development and financial forecasting. Part of your task is maintenance and general housekeeping of customer accounts in the ERP system to ensure that data in the system is tidy and accurate.

You will do management of Trade Receivables by performing tasks which includes providing updates on aged debtors as stated in the Accounts Receivable subsidiary ledger, processing of Cash Receipt Journal accounting entries, and Accounts Receivable email management. You will also assist in the review of financial data, with focus on receivables and preparation of monthly reports. Likewise, will support in the preparation of Annual Accounts for auditors and work with auditors to produce audited accounts. In this position, you will work collaboratively with other members of the Finance Team and other relevant departments.

What technologies you will be working with:

In this role you need to be highly proficient in Microsoft Excel.

A Bachelor's Degree - Majoring in Accountancy with a minimum 4 years of experience in this field. Being a Certified Public Accountant is a plus.

What we can offer you in return:

- We typically offer good pay rates to our team which is above the industry in the region.
- We provide our team with a generous Semi-Private Health Care Insurance Program or (HMO) upon joining.
- Our team are entitled to double the Annual Leave entitlement prescribed by the Philippine Labor Law and annual leave entitlements continue to accrue.
- We offer Sick Leave or Carer's leave – a leave entitlement extended to your loved ones
- We offer a number of employee benefit programs, such as: Years of Service Awards, Milestone Celebrations, Sports Activity etc.
- We provide In-house Training Programs
- Free Shuttle service within SBMA. Free Parking
- Uniforms with Laundry Allowance
- Rice Subsidy every month
- Work is from Mon-Friday 7:00am-4:00pm.

We want you to be part of our Team.

Join us by sending your resume at careers@dunbraesubic.ph. Only shortlisted candidates will be contacted.