



<https://decastroconsulting.ph/careers/accounting-associate/>

## Accounting Associate

### Description

- As an Accounting Associate, you are tasked to handle internal accounting concerns and assist the Accountant in all work-related functions and projects.

### Responsibilities

- Analyzing financial data: – Analyze financial data to identify trends, patterns, and areas of concern. Help the company make informed financial decisions
- Assist with monthly bank reconciliation.
- Recording of financial transactions: – Responsible for maintaining accurate and up-to-date records of all financial transactions of the company, including purchases, sales, payments, receipts, and other transactions.
- Conducting Audits: – Conduct audits to ensure accuracy of financial records and compliance with accounting standards.
- Collaborating with other departments: Work closely with other departments such as finance, marketing, and human resources, to provide financial guidance and support.
- Create budget improvement plans.
- Preparing financial statements: – Prepare financial statements such as balance sheets, income statements, and cash flow statements that provide a snapshot of the financial health of the company.
- Ensure compliance with Philippine taxation laws and regulations by preparing and filing various tax returns (e.g., VAT, income tax) accurately and on time. Stay updated on changes in tax laws that may affect the organization.
- Other Accounting duties and responsibilities: -All other things deemed necessary by the Management.

### Qualifications

- A bachelor's degree in Accounting, Finance, or any related course.
- 1 to 2 years of Corporate Accounting experience.
- Administrative experience can be preferred.
- Vigorous organizational, communication, and computer skills.
- Detailed oriented accounting skills.
- Strong Analytical skills.

### Job Benefits

Health Insurance  
13th Month Pay

### Contacts

Email: [hr@decastroconsulting.ph](mailto:hr@decastroconsulting.ph)

### Employment Type

Full-time

### Job Location

Metro Manila, Philippines

### Working Hours

9:00 AM – 6:00 PM

### Base Salary

₱ 25000

### Date posted

April 11, 2024