



Mendoza Querido & Co.

16th Floor, The Salcedo Towers
169 H.V. de la Costa St.
Salcedo Village
Makati City 1227 Philippines

T +63 2 8887 1888

www.mqc.com.ph

URGENT HIRING FOR JUNIOR ASSOCIATE POST

Qualifications:

1. Bachelor's Degree in Accountancy or any accounting related course
2. Basic Math skills: ability to analyze figures; knowledge of accounting principles; excellent verbal/written communication, multi-tasking, prioritizing and organizational skills.
3. Knowledge of computers and familiarity with accounting software is also essential.

JOB DESCRIPTION

Designation: JUNIOR ASSOCIATE

Job Description:

Junior Associate is involved in helping top level auditors and accountants while performing audit, accounting, administrative and bookkeeping duties.

General Duties:

On Accounting Services:

1. Administer all accounting, taxation process and ensure optimal quality of all processes.
2. Coordinate with all third-party application provider and share services.
3. Prepare reports for ledgers, trial balance and reconcile all statements and ensure integrity of all data.
4. Perform research on various accounting processes, analyze variances and prepare appropriate reports.
5. Administer all reconcile statements for cash and income accounts.
6. Maintain portfolio activity, update entries in general ledger and evaluate it on regular basis to ensure accuracy in rate.
7. Prepare reports for respective accounts and clients.
8. Coordinate with internal auditors and answered all related queries and prepare associate reports on same.
9. Monitor all accounting deliverables, process all vouchers and ensure work according to deadline.
10. Prepare reports to be submitted to management and recommend improvements if required.
11. Evaluate all cost receivables and payables on a regular basis to ensure accuracy.
12. Manage all information and update it on automated systems and generate accounting reports.
13. Forecast budget requirements, update journal entries and prepare reports on same.

On Audit Engagement:

1. Assists in planning work on assigned segments of an audit.
2. Recommends the means of obtaining, analyzing, and evaluating evidentiary data.
3. Reviews transactions, documents, records, reports and methods for accuracy and effectiveness.
4. Prepares acceptable working papers that record and summarize data on the assigned audit segment.
5. Holds preliminary discussions of apparent deficiencies with operating personnel to verify and obtain explanations of and reasons for each apparent deficiency and documents responses.
6. Reports audit findings and makes recommendations for the correction of unsatisfactory conditions, improvements in operations and reductions in cost.
7. Assists in the performance of special reviews at the request of management.
8. Performs other duties as may be assigned.

If you wish to apply, you may send your resume to annalyn.talens@mqc.com.ph.

Thank you!