



Canon Business Machines (Philippines), Inc.

## **ACCOUNTING ASSISTANT**

### **JOB RESPONSIBILITY:**

Assistant for General Accounting Section: This role basically supports a team of young accounting professionals who cater the Accounts Payable, Accounts Receivable, Fixed Assets, Tax, General Ledger and Internal Control processes of the company.

### **TECHNICAL REQUIREMENT:**

- Candidate must possess Bachelor's Degree in Accountancy
- Preferably Certified Public Accountant
- Minimum 2 years of substantial experience gained from a manufacturing environment; or from an Accounting firm
- Fresh Graduate are welcome to apply

### **OTHER REQUIREMENT:**

- Willing to work in a multinational setting located within an economic zone environment in FPIP, Batangas
- Candidate is willing to invest time to gain a meaningful accounting leader experience and have a positive attitude to look forward to more challenging management roles.
- Candidate is a goal-oriented person who is interested to be trained in proper discipline of planning, scheduling, monitoring and achieving good results