Synteleia
INDUSTRIES CORP.

Unit 10F 10th Floor One Corporate Place
Maple Grove Blvd. Maple Grove Tejero,
General Trias Cavite, Region IV-A (Calabarzon)
www.synteleia.ph

JOB DESCRIPTION

BOOKKEEPER
Location: General Trias, Cavite

I. Job Purpose and Objectives:

The Bookkeeper is responsible for maintaining accurate and complete financial records, processing daily financial transactions, monitoring accounts, and supporting the company's accounting and financial reporting requirements.

The role ensures timely recording of receipts, disbursements, collections, and other financial transactions while maintaining compliance with company policies, accounting standards, and regulatory requirements.

II. Job Responsibilities and Tasks:

- Record and maintain daily financial transactions in the accounting system.
- Prepare and process accounts receivable, accounts payable, and general ledger entries.
- Monitor and reconcile bank accounts, cash balances, and other financial records.
- Process billing, invoicing, collections, and official receipts.
- Verify and record employee reimbursements, petty cash transactions, and operational expenses.
- Prepare payment vouchers and supporting documents for disbursements.
- Maintain accurate records of suppliers, clients, and financial transactions.
- Assist in the preparation of monthly financial reports and schedules.
- Monitor aging of receivables and coordinate collection follow-ups with clients and stakeholders.
- Reconcile accounts and identify discrepancies for resolution.
- Ensure completeness and proper filing of accounting documents, contracts, invoices, receipts, and supporting records.
- Assist in tax compliance requirements and preparation of necessary supporting schedules.
- Provide support during internal and external audits.
- Maintain confidentiality of financial and company information.
- Perform other finance and accounting duties as assigned.

III. Job Specifications:

- Bachelor's Degree in Accountancy, Accounting Information Systems, Financial Management, Business Administration, or a related field.
- At least 1-3 years of bookkeeping, accounting, or finance experience.
- Experience in property management, HOA management or service-oriented businesses is an advantage.
- Experience in ODOO is an advantage but not required.

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Be part of something bigger.

We're committed to creating meaningful opportunities, strengthen communities, and providing property management services that make a difference.

If you're excited to make an impact, let's build something remarkable together!

Send your updated CV/resume to: signmeup@synteleia.ph