

Job Description

Job Title:	Department:	Location:	Job Type:
Finance & Accounting Officer (Credit & Collection)	Finance & Accounting	1088 Zobel St., Isla de Provisor, Paco Manila	Full-Time

Job Descriptions

- Prepare financial statements and management reports.
- Manage accounts payable and accounts receivable.
- Process payroll and statutory government remittances.
- Prepare budgets and monitor project costs.
- Handle taxation, BIR compliance, and financial audits.
- Monitor cash flow and banking transactions.
- Reconcile bank accounts and general ledger entries.
- Coordinate with external auditors and government agencies.
- Prepare project profitability and financial analyses.
- Support financial planning for solar projects and investments.

Job Qualifications

- Bachelor's Degree in Accountancy, Finance, or related field.
- CPA is preferred but not required.
- Minimum of 2 years of accounting or finance experience.
- Experience in construction, engineering, renewable energy, or project accounting is an advantage.
- Fresh graduates are encouraged to apply.
- Knowledge of Philippine accounting standards and tax regulations.
- Proficient in accounting software (QuickBooks, SAP, Xero, or similar).
- Strong analytical and organizational skills.
- High level of integrity and attention to detail.
- Excellent communication and time management skills.

Preferred Skills

- Strong knowledge of Accounts Receivable (AR), Credit & Collection Management, and Billing
- Experience in credit investigation, customer credit evaluation, and credit limit recommendations
- Ability to monitor and collect payments for solar EPC projects, residential, commercial, and industrial clients
- Knowledge of progress billing, milestone billing, retention, and project-based invoicing
- Proficient in preparing Statements of Account (SOA), Collection Letters, Official Receipts, and Aging Reports
- Ability to negotiate payment terms, restructuring, and collection schedules while maintaining good client relationships
- Familiarity with solar financing options, including bank financing, lease agreements, installment plans, and power purchase agreements (PPA)
- Strong understanding of cash flow management and collection forecasting
- Experience in accounts reconciliation and resolving billing discrepancies
- Knowledge of contract payment terms and coordination with Sales, Project, and Legal departments
- Proficient in Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, financial formulas) and accounting software such as QuickBooks, SAP, Xero, Oracle NetSuite, or Microsoft Dynamics
- Knowledge of BIR regulations, VAT, EWT, and other Philippine tax compliance requirements
- Strong analytical, organizational, and documentation skills
- Excellent negotiation, communication, and customer service skills
- Ability to work under pressure while meeting collection targets and reporting deadlines
- High level of integrity and confidentiality in handling financial information