

Accounting Section:

1. Check and review posting and consolidate book of accounts, control of NCA and reconcile book of accounts
2. Preparation of remittance lists and vouchers, posting of deductions
3. Preparation of issuance of tax reports
4. Process vouchers for disbursement and journalization and indexing of salary payments and deductions
5. Reviews and verifies accounting documents and correspondence for accuracy of data and information
6. Preparation of financial statement/report
7. Reconcile of book of accounts
8. Process vouchers for disbursement