

## **Finance Staff- Account Receivable**

**Position Objective:** The role will support Finance function and will be responsible to undertake accounting activities for HEP. The role will include carrying out the necessary tasks for the day to day running of the assigned companies' Accounts Receivable records, maintaining record accuracy and integrity.

### **Key Responsibilities:**

- Recording of Customer's collection in GERP system.
- Assist collectors for collection and billing concern.
- Ensure collection of Withholding Tax Certificate (BIR Form 2307) from customers.
- Process banking transaction: withdrawals, deposits, passbook updates and other related banking concern.
- Coordinate with customers and other related dept/personnel for any customer/collection concern.
- Perform other related functions that may be assigned by the Supervisor or Finance Manager from time to time.