

Please see below details for the basic requirements.

***Basic Requirements for Accountant (Entry Level)***

*Graduate of Accountancy\**  
*Certified is preferred*

*Minimum 2 years' experience in Accounting Field\**  
*ERP Software experience is preferred*  
*Knowledge in Microsoft Excel\**

*Experience on General Accounting:*

*Accounts Payable\**

*Accounts Receivable\**

*Bank Reconciliation\**

*Petty Cash\**

*General Ledger\**

*Financial Reporting (Trial Balance, Profit and Loss, Balance Sheet)\**

*Fixed Asset Management*

*Inventory Management*

*Payroll Processing*

*Insurance Claims Processing*