

KOLIN PHILIPPINES INTERNATIONAL, INC.

JOB DESCRIPTION

Position : Accounting Assistant - KMI

1. Basic Function

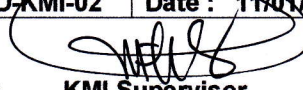

- 1.1 Preparation of KMI Price quotation and make follow-ups from prospective customers.
- 1.2 Preparation of KMI Accounts Payable Voucher and Check Voucher Disbursements.
- 1.3 Follow up and monitoring collections of KMI Customers.
- 1.4 Preparation of Monthly Aging Report of KMI customers (generally, KMI customers are cash sales unless guaranteed by KPII Board of Directors and Department Heads).
- 1.5 Processing and Preparation of Purchase Orders and their respective documents.
- 1.6 Encoding of Purchase Orders on QNE Accounting System.
- 1.7 Filing and Encoding of KMI Collection Receipts and Debit Memo to QNE Accounting System.
- 1.8 Coordinates with Service Department of any concerns of KMI customers regarding after-sales Service.
- 1.9 Filing and Encoding of Request for Credit Memo to QNE System.
- 1.10 Checking, Preparation and Sending of Service SOA Billing to customers.
- 1.11 Write manually all check voucher and cash receipt to their respective journal books of accounts.
- 1.12 Handling Customer calls, inquiries and service concerns.
- 1.13 Follow-up and monitoring of KMI Customer deliveries.
- 1.14 Other related task to position.

2. Reports to:

- 2.1 KMI Supervisor

3. Duties and Responsibilities

- 3.1 Preparation of KMI price quotation on unit and installation derived from customers' query or as surveyed by Service Department and make follow-ups.
- 3.2 Preparation of monthly Accounts Payable Vouchers and Check Vouchers for KMI expenses (SSS, PHIC, HDMF and BIR etc.).
- 3.3 Monitor collections of accounts receivables from customer. (Units, installation and services)
- 3.4 Generate Aging of Accounts Receivables Monthly and forwarded to KMI Supervisor for checking.
- 3.5 Preparation of KMI Purchase Order and to be forward to Sales Department.
- 3.6 Encoding of Purchase Orders on QNE accounting System with correct entry and accurate amount.
- 3.7 Encoding Collection Receipts on QNE System to their respective KMI customer accounts.
- 3.8 Coordinate and Relay to service department of KMI customers such as installation, cleaning and after sales service.
- 3.9 Encode request for credit memo for employees' appliance loan and other adjustments to accounts such as unit returned, additional discount, etc.
- 3.10 Follow-up payments of Service SOA Billing to Customers and schedule of collection if any.
- 3.11 Monthly update on BIR check voucher and cash receipt to Journal Books of Accounts.
- 3.12 Handling and answering phone calls, inquiries (e-mails and text messages) and service concerns.
- 3.13 Monitoring of KMI Customer deliveries to Cavite warehouse personnel.

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Prepared by :  KMI Supervisor		Approved by : Assistant Vice President 	

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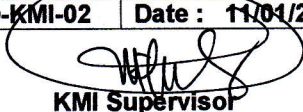
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3.14 Other related task to position assign by immediate superior.

4. Qualification Requirement

- 4.1** Education : A graduate of any 4 year Business course
- 4.2** Experience : Preferably with 1-year experience in a manufacturing firm
- 4.3** Training : General Accounting/Taxation/Bookkeeping

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