

KOLIN PHILIPPINES INTERNATIONAL, INC.**JOB DESCRIPTION****Position : Accounting Clerk - KMI****1. Basic Function**

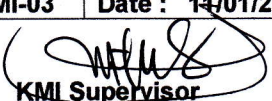
- 1.1 Processing and preparation of KMI Order Slip and Sales Invoice.
- 1.2 Processing and preparation of KMI Delivery Receipt.
- 1.3 Processing and preparation of KMI Collection receipt.
- 1.4 Encoding and preparation of Statement of account (Unit and Installation).
- 1.5 Follow-up and monitoring of KMI customer deliveries.
- 1.6 Filing and Encoding of Monthly KPII Sales Invoices.
- 1.7 Write manually all Sales and Purchases to their respective books of accounts.
- 1.8 Handling KMI customer calls, inquiries and service concerns.
- 1.9 Coordinates and relay to Service Department any concerns of KMI customers regarding after-sales Service.
- 1.10 Processing and Preparation of Request Credit memo for Unit returned, Product loan, Adds & Promo, Additional Discount, etc.
- 1.11 Processing and preparation of KMI sales from Kolin branches.
- 1.12 Preparation of KMI Memo for unit(s) reservation, pull out, unit returned, cancelled order, change unit and others.
- 1.13 Handling and Filing KMI Documents.
- 1.14 Others.

2. Reports to:

- 2.1 KMI SUPERVISOR

3. Duties and Responsibilities

- 3.1 Preparation of KMI Daily Summary orders and to be forward to Cavite warehouse.
- 3.2 Preparation of Delivery receipt to be signed by the immediate supervisor and transfer to Cavite warehouse
- 3.3 Preparation and processing of Collection receipt and KMI daily collection for deposit (Cash, and check payment from customer).
- 3.4 Encoding and preparation of Statement of account (Unit and Installation). Make follow ups and schedule of collection to messenger/collector if any.
- 3.5 Monitor and make follow-ups KMI deliveries to Cavite warehouse personnel.
- 3.6 Checking and encoding monthly KPII sales invoice to excel for monthly reports.
- 3.7 Write manually BIR Sales journal and Purchases journal from previous month transaction.
- 3.8 Handling KMI customer calls, inquiries and service concerns. (Product Inquiry, Quotation and other concern).
- 3.9 Coordinates and relay to Service Department any concerns of KMI customers regarding after-sales Service. (Installation, Cleaning and TS/Check up of units)
- 3.10 Preparation of request for credit memo for KMI customer such as unit returned, appliance loan and other adjustments to their respective accounts.
- 3.11 Processing and preparation of KMI sales from branches and to be forwarded to KPII Sales.
- 3.12 Preparation of KMI Memo for the reservation, pull out, unit returned, cancelled order and change unit to be signed by the KMI Supervisor and forward to Cavite warehouse.
- 3.13 Filing KMI documents such as Voucher, Invoice, Collection receipt, delivery receipt, etc.
- 3.14 Other related task to the position assign by immediate superior.

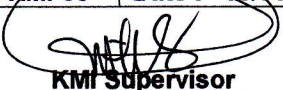
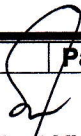
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Prepared by :  KMI Supervisor		Approved by : Assistant Vice President	

JOB DESCRIPTION

Position : Accounting Clerk - KMI

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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Prepared by :  KMI Supervisor		Approved by :  Assistant Vice President	