

## KOLIN PHILIPPINES INTERNATIONAL, INC.

### JOB DESCRIPTION

**Position : KMI Supervisor**

#### 1. Basic Function

- 1.1 Supervise and monitor KMI operation and relevant functions.
- 1.2 Verification and checking of KMI daily transaction, Purchase Order, Sales Invoice, Delivery Receipt, and Collection Receipt.
- 1.3 Monitor KMI Sales, Account Receivables, Collection and Deposit and Online transaction (KMI and Service billing).
- 1.4 Checking of KMI Quotation, Survey Quotation, SOA and Service Billing.
- 1.5 Monitor and Evaluate of Monthly Government Dues (BIR, SSS, PHIC and HDMF etc.)
- 1.6 Checking of Accounts Payable Voucher and Check Voucher of KMI expenses.
- 1.7 Preparation and processing of BIR returns (VAT, Income Tax, Compensation and Expanded)
- 1.8 Processing of Online Payment of SSS, PHIC and HDMF (Contribution and Loan) BIR returns and others.
- 1.9 Preparation of Monthly Sales and Purchases reports, Financial Statement and Comprehensive Income.
- 1.10 Evaluate and Monitor QNE transaction.
- 1.11 Hiring, selection and evaluation of KMI Personnel.
- 1.12 Others

#### 2. Report to:

- 2.1 Assistant Vice President

#### 3. Duties and Responsibilities

- 3.1 Supervise and oversee KMI transactions and processes.
- 3.2 Check and evaluate KMI daily customer purchase order and availability, delivery schedule, payment and discount etc.
- 3.3 Monitor KMI daily sales summary, receivables and daily collection from customer thru collector/messenger and online payment.
- 3.4 Checking KMI Quotation, SOA and Service Billing like unit recommendation and model, price and discount and installation charges (materials and labor).
- 3.5 Ensure Request for Payment of Government Dues such as SSS, PHIC and HDMF before its due date and apply correct entry to QNE system.
- 3.6 Checking of Accounts payable voucher and Check Voucher with correct entry on the QNE accounting system and bank cheque.

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Prepared by : Assistant Vice President		Approved by : Executive Vice President	

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- 3.7** Preparation and filling thru EFPS of the following monthly BIR reports and to be submitted to Assistant Vice President. Verify accuracy of all encoded amount based on excel and entry in accounting system. BIR returns such as
- 3.7.1** BIR FORM 2550M/Q (VAT RETURNS). Submission Monthly and Quarterly.
  - 3.7.2** BIR FORM 0619E/1601EQ (EXPANDED). Submission Monthly, Quarterly and Annually.
  - 3.7.3** BIR FORM 1601C/1604CF (COMPENSATION). Submission Monthly and Annually.
  - 3.7.4** BIR FORM 1702Q/1702 (INCOME TAX). Submission Quarterly and Annually.
  - 3.7.5** BIR FORM 0619F/1601FQ (FINAL TAX). Submission Quarterly and Annually.
- 3.8** Processing of online payment thru Bank of Government dues (SSS, PHIC, HDMF and BIR) before its due date including payment form and summary list.
- 3.9** Preparation of Monthly Sales reports and Purchases, FS and Income Statement and to be submitted to Assistant Vice President for checking and approval.
- 3.10** Evaluate and monitor daily encoded entry and transaction to QNE accounting system.
- 3.11** Facilitate KMI personnel hiring, selection and performance appraisal.
- 3.12** Other related tasks to the position assign by immediate superior.

**4. Qualification Requirement**

- 4.1 Education** : A graduate of any four (4) year Business Course but preferably a graduate of Bachelor of Science in Accountancy
- 4.2 Experience** : Preferably with 1-year experience in a manufacturing firm
- 4.3 Training** : General Accounting / Taxation

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