



## Website Job Announcement

**Position Available** : Accountant

**Duties:**

1. Maintain accounting records;
2. Prepare and review accounting and contract reports;
3. Prepare and post monthly journal entries and recurring budget entries for financial statements preparation;
4. Run Trial Balance, General Ledger, Balance Sheet and Profit and Loss Statements monthly or as needed;
5. Perform bank reconciliation immediately after books are closed;
6. Perform monthly closing of books twice monthly;
7. Conduct general ledger analysis, including significant variances between actual and budget, and review fairness and accuracy of profit and loss statements and balance sheet;
8. Together with Billing Manager, review monthly aging schedules of patient and third party receivables and other receivables;
9. Prepare monthly analyses for CFO;
10. Prepare, review and update monthly salary allocation for accuracy of personnel costs and cost centers;
11. Provide back up support to Fiscal Monitor in preparing government reports such as US, OSHPD, PSC272, FSR and others;
12. Prepare schedules and reports using Microsoft Office Applications needed for annual audit by independent CPA and for regular fiscal compliance audits by government agencies;
13. Process payroll every two weeks.

**Requirement/s:**

- Bachelor's Degree in Accounting
- At least two (2) years work experience

**To apply, send resume to:**

Kazue Shibata  
Chief Executive Officer  
Asian Pacific Health Care Venture, Inc.  
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