

Junior Accountant

Deadline:

01-11-2026

SGL Manila is hiring for the following positions:

- OTC Junior Accountant (Accounts Receivable)
- PTP Junior Accountant (Accounts Payable)

The **Order-to-Cash (OTC) Jr. Accountant** plays a crucial role in managing the financial transactions and processes that facilitate the order to-cash cycle within the organization.

This position involves accurate and timely processing of customer invoices, ensuring effective management of accounts receivable, collections, and optimizing cash application processes. The OTC Jr. Accountant will work closely with other OTC team members, various departments to maintain accurate financial records and enhance operational efficiency.

Specific Roles and Responsibilities:

Collect AR:

- Proactively contact customers to follow up on overdue invoices and arrange payment plans if necessary.
- Attend to inbound and outbound calls with customers to answer queries and collect payments.
- Assist team members in complex customers/clients.
- Help in resolving customer disputes and issues.

Cash Application:

- Accurately apply customer payments (checks, ACH, wire transfers, credit card payments) to corresponding invoices in the accounting system.
- Process and reconcile daily bank deposits and electronic payments.
- Ensure that all payments are applied within established timeframes and according to company policy.
- Investigate and resolve any unapplied or misapplied cash receipts promptly.
- Identify opportunities for process improvements within the OTC cycle.

Other OTC activities may include, but are not limited to, the following:

- Proactively contact customers to follow up on overdue invoices and arrange payment plans if necessary.
- Set up new customer accounts or update existing accounts in the system, ensuring all necessary documentation is complete and accurate.
- Monitor customer accounts to ensure they do not exceed their credit limits.
- Create and issue transport invoices based on delivery notes and shipping documentation.
- Perform regular reconciliations of the accounts receivable ledger to ensure all transactions are accurately recorded.
- Generate and analyze accounts receivable aging reports to monitor the status of outstanding invoices.
- Respond to customer inquiries regarding billing, payments, and account status in a timely and courteous manner.

The **Purchase-to-Pay (PTP) Jr. Accountant** supports the accounts payable process by handling invoice processing, payment preparation, and vendor record maintenance. This role focuses on ensuring accurate and timely processing of transactions while following company policies and procedures. The ideal candidate will have basic knowledge of accounting principles, attention to detail, and effective communication skills to assist with vendors, stakeholders and internal team interactions.

Specific Roles and Responsibilities:

Invoice Processing:

Contact person:

Gerald John Pastores, Jose
Manuel Catindig

Office:

Manila, Alabang (SSC),
Philippines

Location:

Alabang-Zapote Road, 1780,
Muntinlupa

- Examine invoices for accuracy, completeness, and compliance with company policies. Ensure that invoices include proper documentation, such as purchase orders, delivery receipts, and approval signatures.
- Match invoices with purchase orders and delivery receipts to confirm that the goods or services billed were received and correspond with the terms agreed upon.
- Identify and address discrepancies between invoices, purchase orders, and delivery receipts. Communicate with vendors and internal departments to resolve any issues promptly and accurately.
- Accurately input invoice details into the accounting system, ensuring that all relevant information, such as invoice number, amount, and due date, is correctly recorded.
- Identify opportunities for process improvements within the PTP cycle.

Other PTP activities may include, but are not limited to, the following:

- Respond promptly to accounts payable inquiries from internal and external parties, ensuring all queries are addressed within the agreed timeline using JIRA ticket system
- Investigate and resolve invoice discrepancies, payment delays, and other AP-related issues efficiently.
- Maintain accurate records of all accounts payable transactions and ensure timely payments to vendors.
- Prepare and process payments, including checks, electronic transfers, and other methods, ensuring accuracy and adherence to payment terms.
- Ensure that all invoice processing and payments comply with company policies, internal controls, and regulatory requirements, including local legal requirements.
- Continuously seek opportunities to streamline and improve the invoice processing and accounts payable workflows.
- Provide support and address queries related to PTP process.
- Ensure that all documentation is complete, accessible, and compliant with internal and external requirements.