

ULTIMAX BUILDING SOLUTIONS, INC. JOIN US!

BE PART OF OUR TEAM



✓ ABOUT US

ULTIMAX BUILDING SOLUTIONS, INC., established in 2010, is a manufacturing corporation that provides fabrication, supply, and installation services for both commercial and residential projects. Our product offerings include a wide range of items such as uPVC/Aluminum Doors and Windows, Shower Enclosures, Glassworks, Mirrors, Canopies, Wood Doors, and Jambs.

Ultimax Building Solutions, Inc. is situated in a 6,000 square meter facility in Meycauayan City, Bulacan (approximately 15 minutes from Balintawak NLEX Toll Entry).

We take pride in upholding our core principle of delivering ultimate quality and maximum satisfaction to our valued clients.

✓ Accounting Officer

The **Accounting Officer** will be responsible for overseeing the financial records, ensuring accuracy and compliance with legal standards, and providing support for daily accounting operations. The role involves maintaining and analyzing financial information, preparing financial reports, and supporting budgeting and forecasting activities.

QUALIFICATION

- Bachelor's degree in Accounting, Finance, or a related field
- Proven experience (2-3 years) in general accounting, bookkeeping, or a similar role.
- Proficiency in accounting software (e.g., QuickBooks, SAP, or similar ERP systems)
- Excellent attention to detail and a high degree of accuracy in data entry and analysis

RESPONSIBILITIES

- Financial transactions: Recording, classifying, and summarizing financial transactions in SAP accounting systems or software.
- General ledger maintenance: Maintaining the general ledger by posting journal entries, reconciling accounts, and ensuring accuracy and completeness of financial records.
- Financial reporting: Preparing and presenting accurate financial forecasts to guide the company's financial planning and decision-making processes.
- Bank reconciliation: Reconciling bank statements with general ledger accounts to ensure accuracy and identify discrepancies.
- Compliance: Ensuring compliance with accounting principles, standards, and regulations, as well as internal policies and procedures.
- Assistance in audits: Providing support during internal and external audits by preparing documentation, answering inquiries, and facilitating audit procedures.
- Payroll processing: Assisting in payroll processing activities, including checking of wages, taxes, and deduction

For interested applicants kindly
send your updated resume/CV to



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