

**MITSUBUCHI MOTORS PHILIPPINES, INC.**

**JOB DESCRIPTION**

<b>POSITION TITLE</b>	:	<b>CASHIER / ASST. CASHIER</b>
<b>DIVISION/DEPARTMENT</b>	:	<b>OPERATIONS</b>
<b>LEVEL</b>	:	<b>RANK AND FILE</b>
<b>REPORTING LINE</b>		
Reports to	:	BRANCH MANAGER/TREASURY MANAGER
Supervises	:	None
Internal Contact	:	All Departments
External Contact	:	Customers, Banks and Suppliers

**JOB OBJECTIVE:**

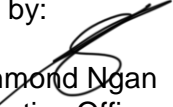
Responsible for the safekeeping and depositing of office and field collections on time, proper management of branch funds and ensure the timeliness and accuracy of the branch reports to be submitted to head office.

<b>DUTIES AND RESPONSIBILITIES</b>	<b>ACCOUNTABILITIES</b>
1. Administrative	<p>1.1 Encoding of all daily branch transactions such as but not limited to:</p> <p>1.1.1 Daily Time Record</p> <p>1.1.2 Daily Transactions as it occurs</p> <p>1.2 Prepare Daily ARCS Report</p> <p>1.3 Conduct daily billing.</p> <p>1.4 Submit and transmits data to head office</p> <p>1.4.1 Daily</p> <p>1.4.1.1 DPR Attachments (as scheduled)</p> <p>1.4.1.2 Cash Flow Form (as scheduled)</p> <p>1.4.2 Bi-Monthly</p> <p>1.4.2.1 Petty Cash Voucher and Attachment (a day after cut off)</p> <p>1.4.3 Monthly</p> <p>1.4.3.1 Inventory Report with stencil</p> <p>1.4.3.2 Spare Parts Inventory Report</p> <p>1.5 Proper maintenance of Accountable forms:</p> <p>1.5.1 Accountable Forms Control Logbook</p> <p>1.5.2 Return of used accountable forms to DPR Section</p> <p>1.5.3 Ensure progressive usage or series of Accountable forms; that is from lower to higher one.</p> <p>1.5.4 Ensures that form inventory levels are properly monitored and requisitions are made on time so as not to hamper branch operations Maintain sufficient inventory of Accountable Form.</p> <p>1.6 Prepares correspondences or communications being sent by the branch and ensures its timeliness, correctness and accuracy.</p> <p>1.7 Initiates new ideas in connection with branch cash management system and finds new methods or techniques on cash handling in order to protect branch collections</p> <p>1.8 Observes the following:</p> <p>1.8.1 Good housekeeping (maintain orderliness of the area to</p>


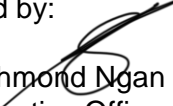
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	<p>ensure systematic flow of work e.g. computer)</p> <p>1.8.2 Safety and security control measures in consonance with the security standards e.g. dual responsibilities on branch keys with branch manager</p> <p>1.8.3 Timekeeping related matter of the branch personnel e.g. leave , overtime, daily time records, administrative cases</p> <p>1.8.4 Ensures that the branch personnel practiced telephone etiquette e.g. companies spiels.</p> <p>1.9 Maintains harmonious relationship with other departments and branches;</p> <p>1.9.1 Complies with all the requirements in time and ensure its accuracy</p> <p>1.9.2 Assists and helps other departments and branches on their request</p> <p>1.10 Maintains good image of the Company in the community at all times.</p> <p>1.11 Ensures clear understanding and captures the essence the Vision and Mission of the company.</p> <p>1.12 Manifests the company's core values.</p> <p>1.13 Performs other related task and function that may be assigned by the Branch Manager /top management from time to time.</p>		
2. Repo Management	<p>2.1 Submit monthly Repossessed Inventory Report with stencil to Accounting Department or as required by the management.</p> <p>2.2 Assist Branch Manager in maintaining records of repossessed units:</p> <p>2.2.1 Book Value</p> <p>2.2.2 Approved Classification/Reclassification</p> <p>2.2.3 Approved Appraisal Price</p>		
3. Credit and Collection	<p>3.1 Caters to all office paying customers and ensures the following;</p> <p>3.1.1 Covers all office payments with official receipt and provides customer with his/her copy</p> <p>3.1.2 Writes all entries in the official receipt legibly</p> <p>3.1.3 Issues official receipts in series and observes rule of homogeneity</p> <p>3.1.4 Reports all inter-branch collection to head office and concerned branch</p> <p>3.1.5 Posts and recognizes all inter-branch payments in the branch records</p> <p>3.1.6 Maintains inter-branch collection logbook</p> <p>3.1.7 Counsel customer to arrive at win-win situation</p> <p>3.2 Maintains un-deposited collection (UD) logbook and ensures that the un-deposited amount was deposited before 9:30 am of the next banking day</p> <p>3.3 Ensures that only authorized personnel are making the branch deposits;</p> <p>3.3.1 Marketing Assistant</p> <p>3.3.2 Liaison Staff</p> <p>3.3.3 Credit Supervisor</p> <p>3.3.4 Branch Manager</p> <p>3.3.5 Account Counselor</p>		
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	<p>3.3.6 Area Manager</p> <p>3.4 Assists the branch manager (BM) and credit supervisor (CS) in solving or finding solution to problem accounts of the branch and ensures that ;</p> <p>3.4.1 Delinquent accounts paying to the branch were referred to the BM or CS so that necessary pressure can be applied to bring the accounts to current status</p> <p>3.4.2 Status of the customer is checked before approving any job order and refers any delinquent accounts to BM or CS so that necessary pressure can be applied to bring the accounts to current status</p> <p>3.5 Receives and accounts for all field collections;</p> <p>3.5.1 Ensures that all field collections are turned-over and properly acknowledged from the account counselor</p> <p>3.5.2 Ensures that account counselor's official receipt booklets are cut-off and the same have been surrendered for safekeeping after field work</p> <p>3.5.3 Ensures safety of official receipt booklet surrendered by the account counselor</p> <p>3.6 Ensures proper maintenance of company established funds e.g. petty cash fund, LTO fund and other special fund.</p> <p>3.6.1 Reviews and checks PCF voucher before forwarding to branch manager for approval</p> <p>3.6.2 Ensures that only legitimate and duly expenses are disbursed</p> <p>3.6.3 Ensures that all disbursements from the funds were properly approved by the authorized officer</p> <p>3.7 Maintains customer ledger cards (CLC) to record and account for all payments made by the customers;</p> <p>3.7.1 Posts all payments made by the customers in the ledger cards</p> <p>3.7.2 Ensures safety of the CLCs</p> <p>3.7.3 Maintains efficiency in filing system of branch records</p> <p>3.7.4 Ensures that only authorized personnel have access on the CLCs</p> <p>3.7.5 Ensures proper maintenance of CLCs to establish reliability and accuracy of branch records;</p> <p>3.8 Ensures that regular reconciliation are done to establish accuracy and reliability of branch records</p> <p>3.8.1 branch aging vis-à-vis customer ledger cards</p> <p>3.8.2 branch aging vis-à-vis customer's field cards</p> <p>3.8.3 branch aging vis-à-vis accounting aging</p> <p>3.9 Ensures that the number of accounts per branch records tallies with actual customers cards</p> <p>3.9.1 Accounts for any missing or unaccounted customer cards</p> <p>3.9.2 Reconstructs missing or unaccounted customers cards</p> <p>3.10 Secures and accounts for all current and post dated checks received from the customers and ensures the following;</p> <p>3.10.1 Covers all checks received by the branch with Acknowledgment Receipt of Cheques</p>
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	<p>3.10.2 Indicates customer's name and account number in the back of check</p> <p>3.10.3 Deposits all checks in the branch depository bank/s when due</p> <p>3.10.4 Issues official receipt (OR) on all cleared checks</p> <p>3.10.5 Forwards all bounced checks to Account Counselor for immediate collection follow-up</p> <p>3.10.6 Monitors all check received by the branch and records in a control logbook</p>
4. Sales	<p>4.1 Ensure complete documentation of Sales</p> <p>4.2 Maintains an orderly system in handling inventories under her accountability;</p> <p>4.2.1 Ensures proper handling of inventories under her accountabilities</p> <p>4.2.2 Practices first-in and out (FIFO) system in releasing inventory</p> <p>4.3 Ensures that the good customer service are being practiced;</p> <p>13.1 before, during and after sales</p> <p>13.2 handles customer's complain discreetly</p>

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