



ACCOUNTING ASSOCIATE

Who we are:

HOPE is a social enterprise startup that invests 100% of its profits to build much-needed public school classrooms and other relevant high-impact ventures across the Philippines.

In 2017, HOPE became the first and only B Corporation in the Philippines for meeting the highest standards of social and environmental impact. HOPE was also recognized as *"Best for the World Honoree"* in both 2018 and 2019 for its positive impact on the community.

The opportunity:

As our Accounting Associate, you will be part of the Accounting team responsible for the day-to-day financial and accounting operations of our growing company.

Responsibilities will include:

- Maintaining book of accounts including preparation of journal entries
- Assisting in preparation of complete financial statements, payroll computation, and timely preparation of bank reconciliation.
- Monitoring of Accounts Receivable and Accounts Payable.
- Preparing tax computations and returns.
- Monitoring of monthly accruals and depreciation of fixed assets.
- Ensuring the company books are in compliance with Philippine Financial Reporting Standard.
- Implementing, maintaining, and improvement of internal financial controls and procedures.
- Physical inventory count as needed.
- Other areas including but not limited to document verification, data entry operation, and administrative assistance.

Who are we looking for?

We are looking for motivated, proactive, and detail-oriented candidates who have a passion for HOPE's mission.

- Candidates should have an undergraduate degree in Accounting, CPA is preferred but not required.
- Previous work experience related to accountancy, bookkeeping, or finance will be helpful but not required.
- Most importantly, you should also be excited about the prospect of operating independently in a fast-paced and entrepreneurial environment.