

Trion Group of Companies

<https://trion.com.ph/job/area-sales-manager-general-merchandise/>

Accounting Supervisor

Description

We are seeking a detail-oriented and experienced **Accounting Supervisor** to oversee daily accounting operations and ensure the accuracy and integrity of financial records. This role involves supervising transactional accounting, leading month-end and year-end closing processes, and supporting budgeting, audits, and compliance initiatives. The ideal candidate will possess strong leadership, analytical, and communication skills, with the ability to drive process improvements and cross-functional collaboration.

Responsibilities

- Supervise and review all accounting transactions, including **journal entries, account reconciliations, and general ledger maintenance**.
- Ensure accurate and timely execution of **month-end and year-end closing processes**, in line with internal deadlines and reporting standards.
- Oversee and monitor **accounts payable and accounts receivable** to ensure accuracy, timeliness, and compliance with company policies.

Financial Reporting & Analysis

- Prepare and review **financial statements, management reports, and supporting schedules** for internal and external use.
- Support budget preparation, **variance analysis**, and **forecasting** activities to aid strategic decision-making.

Team Supervision & Development

- Lead and mentor accounting assistants by **assigning tasks, setting priorities**, and monitoring performance to ensure deadlines are met.
- Provide guidance and training to team members to enhance skills and ensure adherence to accounting best practices.

Compliance & Internal Controls

- Maintain and enforce **internal controls** to safeguard company assets and ensure compliance with accounting policies and relevant standards (e.g., GAAP or IFRS).
- Ensure documentation and procedures are updated and aligned with internal audits and regulatory expectations.

Audit Coordination

- Coordinate and support **internal and external audit processes**, including the preparation and submission of required documentation and explanation of financial data.

Process Improvement

- Identify and implement **opportunities for process improvements, automation, and efficiency** within the accounting function.
- Work with IT or systems teams as needed to improve accounting systems

Hiring organization

Trion Management Corporation

Employment Type

Full-time

Job Location

#88 Amang Rodriguez Avenue,
Santolan, 1610, Pasig City,
Philippines

Date posted

July 12, 2025

and reporting tools.

Cross-Functional Collaboration

- Collaborate with departments such as **Purchasing, Operations, HR, and Administration** to align financial processes with overall business activities.
- Provide financial input to cross-departmental projects and policy developments as needed.

Qualifications

- Bachelor's degree in **Accounting, Finance**, or a related field.
- **CPA or equivalent certification** is an advantage.
- Minimum of **4–5 years of progressive accounting experience**, with at least **1–2 years in a supervisory or lead role**.
- Strong understanding of **accounting principles, financial reporting standards (GAAP/IFRS), and internal controls**.
- Proficient in accounting software (e.g., NetSuite, SAP, Oracle) and **Microsoft Excel** (advanced level preferred).
- Excellent organizational, analytical, and problem-solving abilities.
- Strong leadership, communication, and interpersonal skills.

Contacts

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