



<https://eastman.com.ph/job/accounts-payable-specialist-2/>

## Accounts Payable Specialist

### Description

An Accounts Payable Specialist is responsible for the financial processing of transactions for an organization. Their duties include daily bookkeeping and record keeping, financial reporting, and the preparation of tax records for financial audits.

### Qualifications

- Candidate must possess at least a Bachelor's Degree in Accounting / Banking and Finance or its equivalent work experience.
- Minimum of one (1) to two (2) years of working experienced employee specialized in Finance, Credit, Banking, General/Cost Accounting, or a similar field.
- Remarkable skills in General accounting / Accounts Payable within the machinery equipment and supplies merchant industry is a plus.
- Highly adept in various Enterprise Resource Planning (ERP) and Microsoft Applications.
- Handling accounts payable for separate entities and vendors
- Analyzing workflow processes
- Establishing and maintaining relationships with new and existing vendors
- Ensuring bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures
- Processing due invoices for payments
- Comparing purchase orders, prices, terms of payment and other charges
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts
- Productive in an environment of targets and deadlines; AND
- Handles accounting data and information with utmost confidentiality.

### Hiring organization

Eastman Industrial Supply Inc.

### Employment Type

Full-time

### Job Location

One Park Drive Building, 11th Drive, corner 9th Ave, Taguig, 1630 Metro Manila, Philippines

### Date posted

October 10, 2025