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# Example of Coordinator, Finance Job Description

Our innovative and growing company is looking for a coordinator, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, finance

* Ensures timely and accurate reporting to BIR and PEZA, corporate tax and other relevant tax filings
* Manager of Finance / Cost Procurement
* Monthly review of vendor statements
* Assist , as needed, on general accounting activities for construction of new & remodel stores, procurement, special projects
* Lead monthly team review of expenses for Local Sponsorship division
* Run ticketing reports, reconcile data and prepare settlement
* Manage vendor set up and maintenance
* Processing high volume of complex invoices within agreed timeframes
* Assist with reporting, including shoot reports and working with team to amend any discrepancies
* Part of a very busy and fast paced Creative Production team

## Qualifications for coordinator, finance

* Ability to set goals and timelines in order to accomplish task
* Self-starter, self-motivated, critical thinker
* Worked previously in a Multinational Company (PEZA-registered a plus factor)
* Must be willing to work on a shifting environment and very long hours that extends to night time, will start mid time (around 1pm to 2pm and will probably end around 1am or 2am (pre-operating set-up)
* Manage petty cash requests
* Demonstrable proficiency in the use of Excel