



JOB DESCRIPTION

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| Name: | Position Title: Treasury Assistant |
| Department: Treasury Office | Reports to: Treasury Manager |
| Direct Reports: Treasury Manager | Location: Treasury Office |
| Purpose Statement | |
| <p>The Treasury Assistant is responsible on a day to day transactions pertaining to cash receipts and banking activities, assisting Treasury Manager, these includes; communication with clients complaints, preparation of reports, maintain financial records and spreadsheets, physical cash counting, resolving discrepancies with cash transactions, reconcile bank deposits against payments. With the ability to remain focused for the extended periods of time.</p> | |
| Key Result Area: | Duties and Responsibilities: |
| <p>A. Financial Process</p> | <ul style="list-style-type: none"> Preparation of official receipts to different Molecular Laboratories. (ex. swab, saliva testing, vaccine and membership) Posting/recording of issued official receipts thru templates.(NAV preparation) Updating payment status for Paymango / Paymaya transactions. Verification and confirmation of payment thru Paymango Dashboard in terms of online payments. Validates/confirms client's payment thru email and record to the respective G-sheets, in terms of manual booking. Answering phone calls for payment confirmation, queries and requests for official receipts and order confirmation. Prepare daily collection reports and attached the official receipt (blue copy) for audit purposes. Assisting cashier whenever needed. Assist in the cash collections activity. |
| <p>B. Fund Mgt.- Bank Transactions</p> | <ul style="list-style-type: none"> Checked and confirmed payments to the respective bank statements under Molecular Laboratory Accounts thru G-sheets. Verification of manual payment thru Online banking.(SBC, BDO & Metrobank) Update/record each chapter Molecular Lab. Metrobank's statement of accounts via G-sheets thru Online banking. |