

Amigo Entertainment Technologies, Inc.

Company Background:

Since its inception 39 years ago, Amigo Entertainment Technologies, Inc. has always been recognized as the **leading audio, lighting and multimedia supplier**, operations management and technical support provider to major building and entertainment establishments in the Philippines and abroad.

The Company was established under the name “The First Audio Resources & Management Corporation” on February 14, 1980. Its principal start-up business was the installation of BGM/paging systems in selected government, military and private institutions. Secondary businesses included musical programming and supply of music materials for all its clients. The leading audio, LED lighting and multimedia supplier in the Philippines stands behind a reputable record of consistently keeping pace with the pulse of a dynamic and ever-changing industry.

Our main clients are SM Group of Companies, San Miguel Corporation, Crown Regency Hotel, Honda Philippines Inc., Department of Tourism, MMDA.

Position Title: Accounting Officer

Job Description:

- Prepare daily income/sales records
- Prepare summary of accounts receivables
- Credit and collection supervision and management
- Follow up and monitor collections
- Reconciliation of bank accounts
- Addressing unresolved accounts using the most appropriate follow-up activity e.g. phone, letter, email, text, agent or courier

Qualifications:

- Candidate must possess at least a Bachelor’s Degree in BS Accountancy
- With work related experience
- Knowledgeable in generally accepted accounting principles
- Must be computer literate (MS Excel and Word)
- Highly analytical and keen to details
- Can work with minimal supervision
- Willing to work overtime when necessary

Interested Applicants may forward their Resume to **Aleeza Coronel** at aleeza.coronel@amigoentech.com