

	Position Description Manual
Department: Finance	Position Title: Finance Liaison
Effective Date:	Revision No.:

I. REASON FOR EXISTENCE

Responsible to deliver and pick up documents such as billings, letters, contracts and others and to collect from customers.

II. DUTIES AND RESPONSIBILITIES

1. Deliver billings to customers by following itinerary for day, and allowing customers to counter sign the receiving copies and transmittal to ensure proper acknowledgement.
2. Turn-over of transmittals and receiving copies duly acknowledged by customers to AR analyst by validating the receiving copies vs. itinerary for the day for proper filing to customer jacket.
3. Collect from customer as advised by C&C supervisor by getting Cash or checks and issuing official receipt and properly filling up details such customer's name, date, sales invoice, amount (specify in figure and words), check number to properly document the payment.
4. Turn-over collections by giving cash and check, OR, WTC and done itinerary for the day to C&C supervisor, observe counting cash collection and request the C&C supervisor to acknowledge correctness of turn-over.
5. Deliver or pick-up other documents or materials based on the Instructions receive from authorized F2 personnel to comply the business requirement.

6. Plan and follow the most efficient routes to deliver documents in timely manner to be able to maneuver through heavy urban congestion.
7. Clean company premises by daily sweeping, scrubbing, spraying, mopping, wiping, washing and disposing garbage to maintain cleanliness, tidiness and orderliness.
8. Assist in photocopying and filing of documents by sorting, punching, inserting and fastening to respective folders to maintain updated files.
9. Perform other functions that maybe assigned by the management from time to time.

III QUALIFICATION

1. High school graduate with vocational course or with related experience
2. Responsible, independent, honest, hardworking, pleasing personality and punctual.
3. Know how to drive 2 wheel motorized vehicle with license.

Prepared by: Vangie Manzano Finance Manager - Global	Reviewed by: Ellen T. Inot HR Manager	Noted by: Chabio T. Sison SVP-Shared Services CFO/CRO	Approved by: Efren E. Uy President & CEO
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