Job Title:	**ENCODER / BOOKKEEPER**
Basic Function:	Responsible for the encoding of numbers and members data and posting of monthly dues and availments of benefit.
Reports to:	Functionally and Administratively – Accountant
Minimum Qualification:	College graduate and computer literate

Specific Responsibilities:

- Encode to the system names of new members and member's pertinent data.

- Encode to individual account monthly dues received from the member.

- Encode to individual account amount of availment of benefits.

- Tally the encoded data to the source document.

- Prepares daily report of new members and prepares month-end report on new members.