



Accountant I

Salary Grade: 12

Item Number: PHILSAB-A1-1-2020

Division: Finance Division

Minimum Qualification Standards:

Education: Bachelor's degree in Commerce/Business Administration major in Accounting

Experience: None required

Training: None required

Eligibility: RA 1080 (CPA)

Duties and Responsibilities:

1. Report directly to the Accountant III and assist in preparing and submitting financial reports, and sign financial documents as delegated;
2. Under general supervision, assist the Accountant II in coordinating with stakeholders and preparing documentary requirements for billing and collections activities;
3. Assist in maintaining basic and subsidiary accounting, records, and books of accounts to reflect accurate and current financial information required by auditors;
4. Prepare Journal Entry Vouchers, Summary of Withholding Taxes for BIR;
5. Provide assistance in the review vouchers, warrants, checks, payrolls, journals, bills, financial statements, and other reports;
6. Conduct research on applicable accounting rules, regulations, and issuances to ensure compliance by the Agency and ensure proper dissemination of outputs and recommendations;
7. Assist in the coordination and reporting requirements with the GSIS, BIR, COA and other agencies as necessary; and
8. Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Competencies

- With working knowledge/experience in the Philippine government accounting process, taxation and financial management.
- Knowledgeable and familiar with government auditing standards; and
- Organized, demonstrate strong written and oral communication skills, and can work under pressure.



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