



Administrative Officer I (Cashier I)

Salary Grade: 10

Item Number: PHILSAB-ADOF1-14-2020

Division: General Services Division

Minimum Qualification Standards:

Education: Bachelor's degree

Experience: None required

Training: None required

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

1. Assist in the preparation of vouchers for check payments, payrolls, stipends, and other payments to employees and dealers of the Agency;
2. Prepare reports such as collection, disbursements, and payrolls; and make deposits and withdrawal of cash for salary and wages;
3. Coordinate with the bank and the Bureau of Treasury; and
4. 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:

Educational background:

- A graduate of Accounting, Finance, and other similar courses.

Experience and training background:

- With work experience in government cashiering process and auditing standards;
- Knowledgeable and familiar with ISO 9001:2015 requirements; and
- Organized and demonstrate strong written and oral communication skills.



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