



## **Senior Accounting Assistant IV (Accounting Specialist II)**

Status: Contract of Service

Monthly Salary: Php 36,628 plus 20% premium

Division: Finance Division

### **Qualifications:**

Educational: A graduate of BS Accountancy

Experience: One (1) year of government/general office work particularly on payments and bookkeeping, journal entries and financial statements

Training: Four (4) hours of relevant training

Eligibility: RA 1080/Certified Public Accountant

Competencies: Knowledgeable and familiar with ISO 9001:2015 requirements; and Organized and demonstrate strong written and oral communication skills

### **Duties and Responsibilities:**

1. Assist in the processing of contracts, purchase orders and payments;
2. Assist in the monthly and quarterly preparation of financial reports and other financial forms;
3. Assist in the preparation of journal entries and monthly remittances to agencies such as the Bureau of Internal Revenue (BIR), Government Service Insurance System (GSIS), PAGIBIGm PhilHealth, among others;
4. Assist in coordination with the Commission on Audit (COA), Department of Budget and Management (DBM), and other oversight agencies on various financial matters within the Agency;
5. Assist in the maintenance of accounts and its subsidiaries;
6. Assist in the setting up of the eNGAs for the PhilSA; and
7. Perform other duties of a regular or special nature as may be assigned from time to time.



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