



Accountant III

Salary Grade: 19

Item Number: PHILSAB-A3-14-2020

Division: Finance Division

Minimum Qualification Standards:

Education: Bachelor's Degree in Commerce/Business Administration major in Accountancy

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: RA 1080 (CPA)

Duties and Responsibilities:

- 1) Direct and manage the delivery of the accounting functions through the implementation of financial policies and supervision of a group of personnel doing related work;
- 2) Prepare and submit financial reports to management and receive such reports;
- 3) Advise management on financial matters;
- 4) Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by auditors;
- 5) Review vouchers, warrants, checks, payrolls, journals, bills, financial statements, and other reports to the extent authorized by the Division Chief;
- 6) Review work of lower-level personnel for consistency and conformance to the standards, guidelines and criteria set by the management, the GSIS, the BIR, the DBM, the Commission on Audit and other government oversight agencies; and
- 7) 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: Graduate of BS Accountancy

Experience Background: Minimum of two (2) years in government accounting

Training Background: Minimum of eight (8) hours training on government accounting and auditing

Competencies: Team-player. Good communication skills. Demonstrated intermediate level of integrity, problem solving and decision making, planning and delivery, and managing information.



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