



Accountant II

Salary Grade: 16

Item Number: PHILSAB-A2-3-2020

Division: Finance Division

Minimum Qualification Standards:

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

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

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) Take charge of billing and collections;
- 3) Assist in maintaining basic and subsidiary accounting, records and books of accounts to reflect accurate and current financial information required by auditors;
- 4) Provide assistance in the review vouchers, warrants, checks, payrolls, journals, bills, financial statements and other reports; and
- 5) 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 one (1) year in government accounting

Training Background:

- Minimum of four (4) 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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