



Administrative Assistant V

Status: Contract of Service

Monthly Salary: Php 27,000 plus 20% premium

Item Number: COS-ADAS5-61

Division: Finance Division

Qualifications:

Education:	Bachelor's Degree in Commerce / Business Administration Major in Accounting
Experience:	Work experience in the Philippine government accounting process, taxation, and financial management
Training:	None required
Eligibility:	None required
Competencies:	Knowledgeable and familiar with government auditing standards Organized and demonstrate strong written and oral communication skills

Duties and Responsibilities:

Under the general supervision of the Chief Administrative Officer of Finance Division:

- 1) Assist in the preparation of Disbursement Voucher (DV), Budget Utilization Request and Status (BURS), and List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA);
- 2) Administer finance documents which includes scanning, filing, organizing, and monitoring of various reports;
- 3) Facilitate the processing of request for payment claims (e.g., printing and checking of the completeness of supporting documents, and coordinating with the requesting unit for signatories and other compliance, if necessary);
- 4) Coordinate with the Cash Section in collating finance-related documents (e.g., Official Receipts from suppliers, request and claim of Bank Statement of Accounts, etc.)
- 5) Facilitate routing of letters and reports in coordination with the Office of the Director for Finance and Administrative Service; and
- 6) Perform other related administrative/clerical functions as may be assigned by the immediate supervisor.



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