



## Administrative Assistant V

Status: Contract of Service

Monthly Salary: Php 32,400.00 (*inclusive of 20% premium*)

Item Number: COS-ADAS5-61

Division: Finance Division (Accounting Section)

### Qualifications:

Education:	Bachelor's degree in Commerce/Business Administration Major in Accounting
Experience:	Work experience in 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 Vouchers (DVs), Order of Payments (OP), and Certificates of Tax Withheld (BIR forms 2307 and 2316);
- 2) Administer finance documents which includes scanning, filing, organizing, and monitoring of various reports;
- 3) Facilitate the processing of request for payment claim e.g., printing and checking of the completeness of supporting documents, 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;
- 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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