



Accountant I

Salary Grade: 12

Item Number: PHILSAB-A1-2-2020

Division: Finance Division

Minimum Qualification Standards:

Education: Bachelor's degree in Commerce/Business Administration major in Accounting

Experience: None required

Training: None required

Eligibility: RA 1080 (CPA)

Duties and Responsibilities:

- 1) Report directly to the Accountant III and assist in the preparation and submission of financial reports, and sign financial documents as delegated;
- 2) Under general supervision, assist the Accountant II in coordinating with stakeholders and preparing documentary requirements for billing and collections activities;
- 3) Assist in maintaining basic and subsidiary accounting, records, and books of accounts to reflect accurate and current financial information required by auditors;
- 4) Prepare Journal Entry Vouchers, Summary of Withholding Taxes for BIR;
- 5) Provide assistance in the review vouchers, warrants, checks, payrolls, journals, bills, financial statements, and other reports;
- 6) Conduct research on applicable accounting rules, regulations, and issuances to ensure compliance by the Agency and ensure proper dissemination of outputs and recommendations;
- 7) Assist in the coordination and reporting requirements with the GSIS, BIR, COA, and other agencies as necessary; and
- 8) 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:

Experience:

- With work experience in Philippine government accounting process, taxation, and financial management

Competencies:

- Advanced knowledge in Microsoft Office Applications;
- Knowledgeable and familiar with the government auditing standards; and
- Organized and demonstrates strong written and oral communication skills.



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