



## **Administrative Officer I (Cashier I)**

Salary Grade: 10

Item Number: PHILSAB-ADOF1-14-2020

Division: General Services Division

### **Minimum Qualification Standards:**

Education: Bachelor's degree

Experience: None required

Training: None required

Eligibility: Career Service (Professional) / Second Level Eligibility

### **Duties and Responsibilities:**

- 1) Assist in the preparation of vouchers for check payments, payrolls, stipends, and other payments to employees and dealers of the Agency;
- 2) Prepare reports such as collection, disbursement, payrolls, and make deposits and withdrawals of cash for salary and wages;
- 3) Coordinate with the bank and the Bureau of Treasury;
- 4) Perform other duties of a regular or special nature as may be assigned from time to time; and
- 5) Perform other functions as needed.

### **Applicants who have all or any of the following background are encouraged to apply:**

#### **Educational Background:**

- A graduate of Accounting, Finance, or other similar programs

#### **Experience:**

- 1 year of experience in Government Cashiering, or 2 years of government or private sector experience as a Cash Clerk or as a Disbursing Officer
- With experience in government cashiering processes and auditing standards

#### **Training Background:**

- With training in Cash Management and Control Systems

#### **Competencies:**

- Knowledge and familiarity with ISO 9001:2015 requirements; and
- Organized and demonstrated strong written and oral communication skills.



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