



WORKFORCE PUBLICATION FORM

Date of Posting: **July 5, 2019**

The Local Government Academy is in need of a **Finance Officer I (Accountant I)** to be assigned at the **Administrative, Financial and Management Division.**

SCOPE OF WORK
<ul style="list-style-type: none">• Provide general accounting support to Accounting Section
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Prepare bank reconciliation statements, withholding tax remittances, and journal entry vouchers donor/source agency' accounts;• Assist the Accountant in the preparation of related financial statements and reports• Process vouchers for payment• Prepare BIR attachments and submit BIR reports due to the Bureau of Internal Revenue for Suppliers/Service Providers• Prepare Journal Entry Voucher (JEV) for Regular Funds• Maintain Subsidiary Ledger General Ledger, and• Perform related functions that maybe assigned from time to time.
ENGAGEMENT OF SERVICES
The Finance Officer I shall be under Contract of Service with a duration of (6) months and renewable subject to the assessment or evaluation and availability of funds.
EDUCATION
<ul style="list-style-type: none">• Bachelor of Science in Accountancy <p><u>Eligibility</u></p> <ul style="list-style-type: none">• Certified Public Accountant
SKILLS
<ul style="list-style-type: none">• MS Office particularly MS Word and MS Excel Proficient, Government accounting, BIR rules <p><u>Personal Qualities</u></p> <ul style="list-style-type: none">• Attention to details• Critical/ Analytical Thinking• Collaboration/Working with others• Process Orientated• Information/Data Records Management• Time Management Skills• Must be willing to work overtime

TRAINING
<ul style="list-style-type: none"> • 8 hours of relevant training
EXPERIENCE
<ul style="list-style-type: none"> • Six (6) months of related work experience

Interested Applicants may visit or send application forms and required credentials to:

THELMA T. VECINA, CESO IV
Executive Director
 DILG-Local Government Academy
 8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

DONNA JEANNE M. YARCIA
 Administrative Officer V (HRMO III)


Email: lgahrmu@gmail.com

Application Requirements:


- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application: July 15, 2019

Prepared by:


VEA LIANNE M. RAMOS
 HRM Unit Staff
 Date: 07/05/2019

Approved for posting:


GENEDINE A. EVANGELISTA
 Chief, AFMD
 Date: 07/05/2019

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