



WORKFORCE PUBLICATION FORM

Date of Posting: December 3, 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
<p>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.</p> <p>The engagement of the Finance Officer is full-time with a monthly salary of Twenty Five Thousand Two Hundred Thirty Two Pesos (P25,232.00) inclusive of tax to be paid bi-monthly.</p>
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

<p>SKILLS</p> <ul style="list-style-type: none"> MS Office particularly MS Word and MS Excel Proficient, Government accounting, BIR rules <p>Personal Qualities</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
<p>TRAINING</p> <ul style="list-style-type: none"> 8 hours of relevant training
<p>EXPERIENCE</p> <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:

VEA LIANNE M. RAMOS

OIC HRMO

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: December 13, 2019

Prepared by:



VEA LIANNE M. RAMOS

OIC HRMO

Date: Dec. 2, 2019

Approved for posting:



GENEDINE A. EVANGELISTA

Chief, AFMD

Date: Dec. 2, 2019