



NOTICE OF VACANT POSITION

ACCOUNTANT II
Plantilla No. CHEDB-A2-1020001-2010
Monthly Salary: P43,560.00

Term of Reference:

Place of Assignment : Finance Unit
Administrative Division
No. of Vacancy : One (1)



Minimum Qualification Standards:

Education : Bachelor's Degree in Accountancy/Commerce/ Business Administration
major in Accounting
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : RA 1080/ Certified Public Accountant

Attributes:

1. Proficient in Microsoft Office Applications
2. Excellent written and oral communication skills
3. Strong client orientation and excellent interpersonal skills

Job Functions:

1. Verifies the completeness of attached supporting documents in disbursement vouchers
2. Processes and records payments for claims with complete documentation
3. Maintains the Disbursement Voucher Registry
4. Reviews the data on disbursement vouchers
5. Determines the net amounts to be paid to suppliers and creditors
6. Assists in preparing journal entry vouchers
7. Maintains various subsidiary ledgers for all funds
8. Prepares the Monthly Bank Reconciliation Statements for all bank accounts
9. Reviews the payroll for all personnel
10. Ensures the remittance of all mandatory deductions, such as GSIS, HDMF, PHIC, and others
11. Acts as Alternate to the Accountant III in her absence
12. Prepares Monthly, Quarterly, and Annual Financial Statements and other related reports
13. Performs any other tasks that the Regional Director and immediate supervisor may assign from time to time.

Interested Applicant should submit the following documents through email at hrcaraga@ched.gov.ph

1. Application Letter
2. Personal Data Sheet (CS Form 212, revised; downloadable)
3. Transcript of Records and Diploma
4. Certificate of Employment
5. Certificate of Eligibility
6. Certificate of Trainings Attended
7. Performance Rating for the last 2 rating periods or its equivalent

Address Application Letter to:

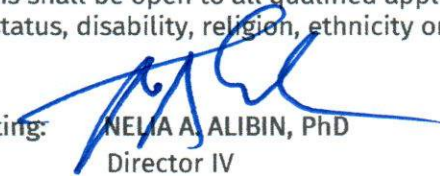
NELIA A. ALIBIN, PhD
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: March 7, 2025

Note:

All vacant positions shall be open to all qualified applicants regardless of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

Approved for Posting:


NELIA A. ALIBIN, PhD
Director IV