



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

**1. One (1) ACCOUNTANT III
(Under Permanent Status; To be assigned at Accounting Office, BatStateU – Central)**

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

Training: 8 hours of relevant training

Experience: 2 years of relevant experience

Eligibility: RA 1080 (Certified Public Accountant)

Competency: Financial and Management Skills

Salary Grade 19 – (48313/month)

Duties and Responsibilities:

- Supervise the keeping of accounting records;
- Supervise the preparation and submission of financial statements, reconciliation and analysis of accounts, claims and other records;
- Supervise the preparation of payrolls & vouchers;
- Supervises the establishment and maintenance of accounting records to assure accuracy and control of expenditures;
- Review journal and classifications of accounts;
- Review and reconcile records made by assistants and staffs;
- Review prior years' claims and certifies that these are carried in the books as accounts payable;
- Analyse and verify the correctness of financial statements and supporting schedules;
- Analyzes and controls accounts and operations to assure fiscal transactions are in compliance with proper accounting procedures, applicable laws and regulations
- Analyzes assets to assure they are properly valued and recorded, in accordance with sound accounting practice and standards;
- Implement accounting and auditing rules and regulations;
- Provide information to management officials on financial matters;
- Draft correspondence on accounting matters;
- Certifies availability of funds;
- Sign Disbursement Vouchers, Purchase Request, Purchase Order and Liquidation;
- Answer the Audit Observation Memorandum, Notice of Disallowances, Notice of Suspension;
- Monitors accounts to identify problems of expenditures or obligations; determines most suitable accounting procedures for particular accounts; write guidelines for such accounts; resolves associated problems;
- Independently prepare reports and analyses, or coordinates and supervises the preparation of such reports, including annual detailed reports;
- Provides business and project needs analysis;
- Serves as a resource to departments in interpreting accounting policies, regulations and statutes;
- Prepares and interprets sections of balance sheets and other financial statement information to reflect condition of accounts for specified accounting periods; reconciles records and accounts;
- Assists in the supervision of working groups; and
- Performs related duties as required.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than May 20, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license/trainings attended; and
4. Photocopy of Transcript of Records.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the University President, Dr. Tirso A. Ronquillo, thru Atty. Noel Alberto S. Omandap, Assistant Director of HRMO, together with your updated resume, transcript of records and other credentials at **recruitment.central@g.batstate-u.edu.ph with the Subject - ATTN: Application as Accountant III. Submission of application is only from May 11, 2020 to May 20, 2021.**

The above positions are for immediate hiring. Terms and conditions of employment will be discussed during the interview. For additional information you may also call 980-0385 local 1104.