

Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Accountant III BUB-A3-51-2023	BUGASS	19	1. Pre-audit and signs vouchers; 2. Review and approve Journal Entry Vouchers (JEV); 3. Prepare monthly and year-end trial balance; 4. Assist in the preparation of Financial Statements; 5. Analyze and reconcile subsidiary ledger accounts; 6. Supervise the preparation of Bank Reconciliation Statements (BRS); 7. Monitor JEV preparation of the University; 8. Act as alternate signatory for ACICs; 9. Assist in the preparation of reply as well as evaluation and monitoring of Audit Observation Memorandum (AOM); and 10. Supervise staff.	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)	

Brief description of the General Functions of the Position

To assist in the preparation and audit of financial transactions of the University.

Required Competencies:

Core Competencies

Exemplifying /Demonstrating Integrity – Intermediate
 Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic

Organizational Competencies

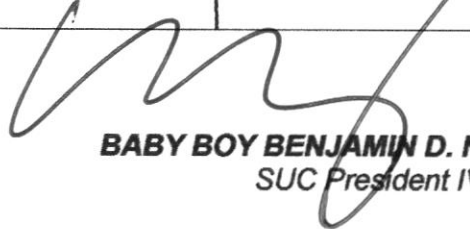
Planning and Delivering – Basic
 Demonstrating Personal Effectiveness – Intermediate

Functional Competencies

Accounts Reconciliation – Intermediate
 Transaction Processing – Intermediate
 Preparation and Interpretation of Financial Statements and Reports – Intermediate

Leadership Competencies

Building Collaborative, Inclusive Working Relationships – Basic
 Leading Change – Basic
 Managing Performance and Coaching for Results – Basic


BABY BOY BENJAMIN D. NEBRES III
 SUC President IV

Interested and qualified applicants should signify their interest in writing to the addressed provided below attached the following supporting documents and send thru the e-mail address: bu-recruitment@bicol-u.edu.ph

DR. BABY BOY BENJAMIN D. NEBRES III
 SUC President IV
 Bicol University, Main Campus
 2/F General Administration and Support Services Bldg., Legazpi City

Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture; (CS Form 212 revised 2017) which can be downloaded at the www.csc.gov.ph	3. Photocopy of Diploma and Transcript of Records; 4. Photocopy of training certificates; and 5. Photocopy of certificate of Employment from previous employment.
2. Photocopy of Certificate of Eligibility/License;	

