



NOTICE OF VACANCY



Office/Campus	Finance Management Services Office
Unit	Accounting Unit

POSITION PROFILE	
Position: Accountant III	Salary Grade: 19 Monthly Salary: Php 53,873.00
Item No.: DHVCATB-A3-17-2022	Employment Status: Permanent

QUALIFICATIONS	
Education:	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080 (Certified Public Accountant)

DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Prepare, submit, and maintain the following financial statements, reports, and records: <ol style="list-style-type: none"> a. Pre-Closing Trial Balances b. Post-Closing Trial Balances c. Statement of Financial Position d. Statement of Financial Performance e. Statement of Changes in Net Assets/Equity f. Cash Flow Statement g. Notes to Financial Statement h. Statement of Management Responsibility 2. Prepare Bank Reconciliation Statements; 3. Act as the alternate signatory if immediate supervisor is on leave of absence; and 4. Perform other related tasks as may be assigned by the immediate supervisor. 	

REQUIREMENTS
<p>Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at HR@dhvsu.edu.ph:</p> <ol style="list-style-type: none"> 1. Fully accomplished Personal Data Sheet (PDS) 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; 3. Photocopy of certificate of eligibility/rating/license; 4. Photocopy of certificate of trainings/seminars; 5. Photocopy of outstanding accomplishments; 6. Photocopy of Transcript of Records; 7. Photocopy of Diploma; 8. Work Experience Sheet (for positions requiring relevant experience); and 9. Letter of Intent addressed to the University President. <p>Deadline of submission: January 24, 2025 (5:00 PM)</p>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

