



NOTICE OF VACANCY



Office/Campus	Finance Management Services Office
Unit	Accounting Unit

POSITION PROFILE	
Position: Accountant III	Salary Grade: 19 Monthly Salary: Php 56,390.00
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 Balancesb. Post-Closing Trial Balancesc. Statement of Financial Positiond. Statement of Financial Performancee. Statement of Changes in Net Assets/Equityf. Cash Flow Statementg. Notes to Financial Statementh. Statement of Management Responsibility2. Prepare Bank Reconciliation Statements.3. Act as the alternate signatory if immediate supervisor is on leave of absence.4. Perform other related functions 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 recruitment@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); and9. Letter of Intent addressed to the University President. <p>Deadline of submission: JUNE 14, 2025 (5:00 PM)</p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

