



February 4, 2021

URGENT HIRING



The Western Philippines University invites interested and qualified applicants on the following vacant position:

• **One (1) Accountant III, SG-19:**

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)
Status: Permanent
Place of Assignment: Accounting Office, WPU Main Campus
Salary Rate: ₱48,313.00/month

Duties and Functions:

1. Process/Sign payroll and disbursement vouchers and review/check the completeness of supporting documents to ascertain that the state accounting and auditing rules and regulations are observed;
2. Review the correctness of the reports on check issued, disbursement, liquidation, collection and deposit;
3. Maintain subsidiary ledgers of receivables, payables and other receipts; income generating projects; and supplies and materials, property, plant and equipment of the university;
4. Prepare Check/Cash Disbursement Journal, Cash Receipts Journal and Journal Entry Voucher; financial reports of different projects transferred by other agencies to the university for specific purpose; annual estimated income and monthly statement of actual income generated; monthly bank reconciliation statements; monthly tax remittance advice (TRA) and annual information return of income taxes withheld on compensation and final withholding tax; withholding tax certificate of the suppliers and creditors; monthly, quarterly and year-end trial balance; condensed and detailed balance sheet, statement of income and expenses, state of cash flow and statement of government equity; schedule and aging of accounts, receivables and accounts payable; and billing of accounts receivables;
5. Prepare and submit annual cash program to DBM;
6. Compute and book up the monthly depreciation of property, plant and equipment;
7. Review and consolidate reports of supplies and materials issued and prepare journal entry voucher.
8. Assess student fees during enrollment and post payments to individual ledger card of students;
9. Prepare and submit monthly summary list of check issued (SLCI) to DBM;
10. Prepare the monthly, quarterly, and annual reportorial requirement; and
11. Perform other duties that may be assigned by the University President from time to time.

The Western Philippines University recruitment, selection, and placement process adheres to the principle of equal employment opportunities for all without discriminating job seekers due to age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Interested applicants may submit application letter until **February 26, 2021**, addressed to **Dr. Julie Hope Timotea P. Evina, WPU President, Aborlan, Palawan**. Please specify the desired position to apply (The term "any vacant position" is hereby discouraged) and applications with incomplete attachments shall not be entertained. Please attach the following documents along with the application letter:

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. Photocopy of Report Card, Transcript of Records and Diploma;
3. Photocopy of seminars and trainings attended;
4. Certificate of Employment; and
5. Photocopy of authenticated certificate of eligibility/rating/license.

Qualified applicants are advised to hand in or send through courier/email their application to: