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| Department of Education | JOB DESCRIPTION | JD No. _____ | Revision Code: _____ |
| Position Title | Accountant I | Salary Grade | 12 |
| Parentetical Title | | Governance Level | Regional Office |
| Bureau/Service /Division | RO – Finance Division | Unit/Division | Accounting Section |
| Reports to | Accountant III | Effectivity Date | |
| Positions Supervised | | | |
| JOB SUMMARY | | | |
| Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations | | | |
| QUALIFICATION STANDARDS | | | |
| A. CSC Prescribed Qualifications | | | |
| Education | Bachelor's degree in Commerce/Business Administration major in Accounting | | |
| Experience | None required | | |
| Eligibility | RA 1080 (CPA) | | |
| Trainings | None required | | |
| B. Preferred Qualifications/Recommended additional requirements | | | |
| Education | | | |
| Experience | | | |
| Eligibility | | | |
| Trainings | | | |

| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
|-------------------------------|--|
| Financial Records and Reports | <ul style="list-style-type: none"> Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. |

| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
|-------------------|---|
| | <ul style="list-style-type: none"> • Checks the accuracy, validity and appropriateness of income and expenditure transactions. • Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. • Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules. <ul style="list-style-type: none"> ↳ Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. ↳ Checks the accuracy, validity and appropriateness of income and expenditure transactions. ↳ Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules. ↳ Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information. ↳ Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. ↳ Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. |