



NOTICE OF VACANT POSITION

Date of Publication: 11 July 2024

The Science and Technology Information Institute (STII) of the Department of Science and Technology (DOST) needs personnel to occupy the following vacant positions:

- Position** : **ACCOUNTANT II**
Status of Engagement : Permanent
Position Code : STIIB-A2-4-2024
Salary : Monthly Salary at SG 16 – P 39,672.00;
with mandatory allowances such as but not limited to:
- Subsistence Allowance and Laundry Allowance (SALA)
 - Personal Economic Relief Allowance (PERA)
 - Other allowable benefits that may be provided by law such as those under Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel in the Government (RA 8439)
- Assignment** : DOST – STII, Finance and Administrative Division
No. of Vacancy : 1

CSC Minimum Qualifications:	
Education	Bachelor’s degree in commerce / business administration major in accounting
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	RA 1080 (Certified Public Accountant)
Competencies	<ol style="list-style-type: none"> 1. Fiscal Resource Management 2. Stewardship of Resources 3. Cash Management 4. Knowledge of Public Finance Management 5. Analysis of Financial Statements and Reports 6. Budget Execution & Accountability

	7. Records Management 8. Attention to Detail 9. Time Management 10. Mathematical Proficiency 11. Computer Literacy
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Preferred Qualifications:	
Education	BS Accountancy / bachelor's degree in commerce / business administration major in accounting
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	RA 1080 (Certified Public Accountant)

Duties and Responsibilities:

1. *Prepares BP 100, 100A-C - Forecasted Agency Revenue*
2. *Drafts guidelines regarding various financial matters*
3. *Certifies completeness of supporting documents for disbursement and liquidation*
4. *Certifies and issues availability of funds*
5. *Coordinates with appropriate STII personnel regarding physical count of inventory, disposal of PPE, inventory of office supplies and various infrastructure projects*
6. *Manages the cash receipts and disbursements of the agency*
7. *Monitors daily cash flow, monthly/quarterly cash utilization of the agency and requests additional Notice of Cash Allocation from DBM as necessary*
8. *Certifies cash availability and completeness of supporting documents in the Disbursement Vouchers*
9. *Reviews and submits monthly Bank Reconciliation*
10. *Maintains and updates General Journal, General and Subsidiary Ledgers, reviews and approves Journal Entry Vouchers (JEV) in eNGAS, prepares/reviews adjusting and closing entries in the books of accounts*
11. *Responds to various Audit Observation Memorandum (AOM) from COA, submits update on Agency Action Plan and Status of Implementation (AAPSI) and Status of Audit Observation Report (SAOR)*
12. *Updates the general journal and general/subsidiary ledgers and prepares Interim and Annual Financial Reports of the Agency*
13. *Reviews and submits various reports - Ageing of Unliquidated Cash Advance, Report on Salaries and Allowances, etc.*
14. *Reviews and submits semi-annual/annual/terminal financial report of GIA project*
15. *Submits accurate Budget and Financial Accountability Reports (BFARs) and Budget Preparation and Execution Documents (BEDs)*

16. *Reviews line-item-budget (LIB) of various GAA/GIA projects*
17. *Prepares and submits monthly Trial Balance, Pre-closing Trial Balance and Post Closing Trial Balance*
18. *Certifies that accounts payable are disbursed in accordance with existing budget, accounting and auditing rules and regulations.*
19. *Submits reports, certifies BIR Forms, and remits taxes withheld in compliance with the BIR rules and regulations*
20. *Reviews and approves Order of Payment and other cash receipts transactions*
21. *Prepares and submits request for revalidation of Notice of Cash Allocation (NCA) to BTr and DBM for various GIA projects*
22. *Reviews remittance of GSIS, Pag-ibig, PhilHealth, HMO and STII EA loan and fixed deposits*

DOST-STII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those of any sexual orientation and gender identity expressions (SOGIE) to submit the following documents **IN ORDER** to hr@stii.dost.gov.ph **AND** by accomplishing the form through this link: https://docs.google.com/forms/d/e/1FAIpQLScpFoq78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform

1. Letter of Application with position code addressed to ASEC. Napoleon K. Juanillo, Jr.
2. Updated Personal Data Sheet (PDS) with recent picture (CS Form 212 revised 2017; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
3. Updated Resume
4. Updated Work Experience Sheet (CS Form 212 attachment; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
5. Diploma and Official Transcript of Record
6. Certificates of relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. Performance rating **in the last rating period**
9. Certificate of eligibility/rating/license
10. Certificate of Awards (if applicable)

**The deadline for the submission of applications is on 26 July 2024.
Only shortlisted applicants with complete documents will be notified.**