



Finance Staff (Accounting/ Budget Staff)

No. of Vacant Position : 1
Status of Employment : Contract of Service Worker
Monthly Compensation : Php 34,560.00

Qualifications

Education : Bachelor's Degree relevant to the job
Eligibility : Preferably with CS (Professional) Second Level Eligibility
Training : 16 hours of relevant training
Experience : 1 years of relevant experience

Job Description

1. Prepare Consolidated Budget and Financial Accountability Reports (BFARs) 4-Monthly Reports of Disbursement for all funds;
2. Prepare Consolidated Budget and Financial Accountability Reports (BFARs) 5-Quarterly Reports of Revenue and other receipts for all funds;
3. Prepare Statement of Revenues (BP Form 100) and Statement of Revenues and Expenditures (BP Form 100-A);
4. Assist in the consolidation of Quarterly and Annual and Financial Statements of the Bureau, compose of:
 - Pre-closing Trial Balance
 - Post-closing Trial Balance
 - Statement of Financial Position
 - Statement of Financial Performance
 - Statement of Charges in Net Assets/Equity
 - Statement of Cash Flows
 - Subsidy from National Government
 - Statement of Comparison of Budget and Actual Amount
 - Notes of Financial Statement
5. Prepare Journal Entry Vouchers (JEV) using the Electronic- New Government Accounting System (E-NGAS);
6. Act as an Action Officer of FCU;
7. Prepare Monthly Work and Financial Plan (FORM B) of FCU;
8. Prepare other reports for submission to World Bank and COA; and
9. Assist in the preparation, consolidation, and submission of Annual Plans and Budget to the Department of Budget and Management thru Department of Agriculture;
10. Assist in the preparation and consolidation of various Budget Preparation (BP) forms such as: BP Form B- Agency Performance Measures; BP Form 201A- Personnel Services; BP Form 201B- Maintenance and other Operating Expenses; BP Form 201C- Financial Expenses; and BP Form 201D- Capital Outlay, etc.
11. Assist in the submission of Various NEP Budgetary Documents to DA, Congress and Senate;
12. Check the Quarterly/Monthly Financial Accomplishments;
13. Evaluate and Consolidate the Quarterly Financial Accomplishment thru Form B- Agency Performance Measures Report;
14. Prepare transmittal, consolidate attachments, and facilitate the release of various funds request to DA/DBM;
15. Gather attachments needed for the fund requests;
16. Perform other related tasks and functions as maybe assigned by the immediate supervisor.