

For Immediate Hiring

Finance and Administrative Division (FAD) of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result driven, analytical, detail oriented and resourceful individual to fill the vacancy for the AOV- Cashier.

Administrative Officer V- Cashier
Permanent SG 18 (PCIEERDB-ADOF-4-2010)
(P38,085.00/m)

Qualification:

- Civil Service Eligible- Professional or PRC Registered;
- Must be a graduate of bachelor's degree in Financial Management, Accounting or related fields;
- At least 8 hours relevant training;
- At least 2 year relevant experience;
- Experience in government cashiering;
- Knowledgeable with COA, DBM rules and regulations;
- Must have an experience in leading or supervising a group;
- Result-oriented, analytical and can work under pressure with minimum supervision;
- Possesses good interpersonal, communication and writing skills;
- Must be team-player, good working attitude, commitment and dedication;
- Knowledgeable in computer office applications (presentation preparation, spreadsheets, MS word)

Job Description:

- Prepares all checks for payment, reconciliation of bank and book accounts, coordination with fiscal agencies to ensure availability of cash, collection and deposit of all revenues, handling of fund transfers to the operating units and the administration of the payroll and cash advances;
- Prepares accountability reports such as Report of Checks Issued, Summary List of Checks Issued and Report of Collections and Deposits.
- Performs other related functions.

Competency Requirements:

- **Leading and Managing change-** Implements plans or activities related to a change initiative within or affecting one's functional area or expertise.
- **Analytical Thinking and Decision Making-** Able to use effective approaches to problems, needs and opportunity, make sound judgement to maximize opportunities and prevent potential problems or issues; provides timely and concrete judgement/conclusion and decisive action in issues or problems under uncertain, difficult or challenging circumstances
- **Performance Management-** Applies systematic skills and knowledge on office performance management.
- **Finance and Admin (Cash Management)-** Monitors, supervises, reviews and evaluates related cash management data from various aspects of tasks and activities to come up with an accurate and reliable report.

PCIEERD encourages interested applicants including persons with disability, members of the indigenous communities and any sexual orientation and gender identities to submit their *application letter, resume or PDS, certificate of eligibility and other relevant documents* to pcieerdhr02@gmail.com on or before **November 5, 2018**. Please indicate the position (AOV) and division (FAD) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.