



KALINGA STATE UNIVERSITY



NOTICE OF VACANT POSITIONS

Title, Monthly Salary, and Item No. of Position	Education	Eligibility	Training	Experience	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)/ ₱21,211.00/ KASCB-ADAS3-61-2023	Completion of two-year studies in college	Career Service Sub-Professional (First Level Eligibility)	4 hours of relevant training	1 year of relevant experience	Dagupan Campus (Accounting Unit)
Duties and Responsibilities of the Position	<p>Core Competencies: 1) Core Skills in Oral Communication, Written Communication, Computer/ICT Skills/ Core Competencies; 2) Core Knowledge and Skills in RA 9184, Updated COA and DBM issuances, BIR issuances; 3) Basic Knowledge and Skills in Advanced mathematical skills, Financial and operations audit, Disposal process, and Basic computer knowledge/ Leadership Competencies: Core Behavioral Competencies in Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, and Innovation/ Statement of Duties and Responsibilities: 1) Receives and conducts an initial review of the completeness of documents for processing of claims; 2) Prepares initial tax computation and withholding tax certificates, for processing of bills of suppliers; 3) Assigns control numbers and records all incoming and outgoing requests, reports, and documents for financial claims in the logbook; 4) Ensures completeness of entries in indices of payments of creditors and employees; 5) Compiles Journal Entry Vouchers and disbursement vouchers with supporting documents for submission to COA; 6) Encodes tax withheld from payees in the BIR Alphalist Data Entry System, generates remittance files and reports, and submits to Accountant IV for Electronic Filing and Remittance; 7) Act as custodian of paid vouchers, book of accounts, registry, and financial reports; and assist in the evaluation of obligation requests and analysis of budget proposals and reports; 8) Keeps daily financial records up to date; 9) Responsible for recording, and reconciling financial transactions; 10) Works closely with the accounting team to create and analyze financial reports and ensure legal requirements, compliances, processes, accounts payable and receivables, and manage invoices and tax payments; 11) Assists in the preparation and issuance of Document Requests like copies of Disbursement Vouchers, etc.; 12) Perform other related functions that may be assigned to him/her by higher authorities; and; 13) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>				

