

POSITION DESCRIPTION

- A. **TITLE OF POSITION** : FINANCE/ACCOUNTING CLERK (FAC)
Type of Position : Non-supervisor
Reporting Relationship : Reports directly to the Finance Property Logistic Officer (FPLO) and / or the Deputy Executive Director for Administration and Finance (DEDAF), as necessary

B. GENERAL DESCRIPTION

- The FAC shall be responsible in the preparation and processing of payroll, disbursements, billings and receipts to member cities.

C. DUTIES AND RESPONSIBILITIES

- Prepare payments and processes payment to suppliers, service providers, consultants, contractors and other clients.
- Record disbursement vouchers in the manual disbursement books.
- File disbursement vouchers after the release of payment
- Prepare payroll sheets, payroll slips and payroll bank advice
- Collect cash and check payments within metro manila cities
- Issue official receipts for collections.
- Record official receipts in the Receipts Book
- Deposit cash and check collections to depository bank
- Prepare billing statements of annual dues of member cities
- Facilitate remittance to BIR and other tax and license requirements
- Facilitate timely utility bill payments and payments to SSS, PHIC and HDMF.

- Monitor availability of office supplies
- Preparation of purchase requisition slip
- Procure office supplies
- Performs other functions that may be assigned from time to time by the DEDAF and/or the Executive Director

D. QUALIFICATION REQUIREMENTS

1. Education:
 - Bachelor's Degree in Commerce, Finance, Accounting or any relevant field
2. Experience:
 - One (1) year experience in accounting and finance in public and / or private sector
3. Competencies:
 - Technical
 - Knowledge in LCP payroll system
 - Adept in government statutory requirements
 - Initiative
 - Ability to follow directions
 - Understanding of LCP inventory system
 - Recording and filing skills
 - Core
 - Interpersonal understanding
 - Computer Literacy
 - Adaptability
 - Stress Tolerance
 - Work Quality
 - Work Habits and Productivity
 - Oral Communication Skills

- Written Communication Skills
- Administrative Efficiency
- Customer Service Orientation
- Personal values are compatible with the organization's work ethics and standards
- Familiarity with the use of Office Equipment

E. SUPERVISORY RESPONSIBILITY: n/a