

## Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
<b>Financial Management Service - Accounting Division</b>	<b>CSC MC No. 12, s. 2003 CSC MC No. 5, s. 2016</b>					Under the direct supervision of the Service Director, performs various tasks, as follows:
<b>Chief Accountant</b>  <b>1. OSGB-CACT-112-2008</b>	24	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	RA 1080 (CPA)	<ul style="list-style-type: none"> <li>• Effective and efficient accounting and financial record management in the following areas:               <ul style="list-style-type: none"> <li>✓ Financial statement preparation/ Financial documents;</li> <li>✓ Liquidation of cash advances and ageing reports;</li> <li>✓ Books of Account</li> <li>✓ Alobs and disbursement vouchers/LDDAP/SAOB and bank reconciliation;</li> <li>✓ Payroll process</li> </ul> </li> <li>• Compliance with oversight agencies/submission and filing of transaction documents to oversight agencies;</li> <li>• Certification and authentication of records:               <ul style="list-style-type: none"> <li>✓ GSIS</li> <li>✓ Philhealth</li> <li>✓ Pagibig</li> <li>✓ IBP dues</li> <li>✓ Initial and last salary</li> <li>✓ payslips;</li> </ul> </li> <li>• Liquidation and submission of arbitration and other agency funds to the owner-agency.</li> </ul>