

FOR IMMEDIATE HIRING



The **MANILA OBSERVATORY** is a Jesuit scientific research institution with research work in the fields of atmospheric and earth science in the Philippines and the Southeast Asian region. It advocates a science-based approach to sustainable development and poverty reduction through its principal focus on the areas of climate change and disaster science.

ACCOUNTANT

Employment Type: Full Time

TASKS AND RESPONSIBILITIES

- Responsible for data entry into accounting system and integrity of accounting system data;
 - Manage the chart of accounts
 - Initiate and participate in data clean up and backup projects
- Check, review, and verify payment of invoices and check requests;
- Set up recording process for grants received, process journal entries, investigate discrepancies and prepare detailed records and reports as required;
 - Reconcile grants received and transfer of funds to appropriate accounts
 - Record and reconcile grants received and laboratory expenses
- Prepare monthly and year-end reports;
 - Coordinate and prepare monthly and yearly requirements of government agencies (BIR, SEC, SSS, Philhealth, Pag-Ibig) as required
 - Prepare yearly audit schedule such as SEC and DOST financial requirements
- Prepare financial reports and budget preparation for MO and laboratory as required;
 - Assist in budget preparation and monitoring
 - Assist in budget status report as required
- Manage Accounts Receivable;
- Assist in creating, monitoring and updating financial related policies and procedures.

QUALIFICATIONS

- Bachelor's Degree in Accountancy, Certified Public Accountant (CPA)
- At least two (2) to three (3) years administrative and accounting experience preferably within a development-oriented work in government, academe, and/or NGOs
- Must have analytical experience, accurate with figures, well organized, and exercise sound judgment in decision making
- Software expertise in Microsoft Office and other accounting software
- Good communication skills to be able to explain importance of compliance with institutional requirements, accounting rules, and regulations to laboratory heads and peers

APPLICATION REQUIREMENTS

All interested applicants must submit the following:

- a) An Application Letter addressed to Gemma Teresa T. Narisma, PhD, Executive Director of the Manila Observatory.
- b) Curriculum Vitae with three professional work references (including their emails and contact numbers).
- c) Transcript of Records and recent passport size photograph.

Please submit the required documents via e-mail to hr@observatory.ph, with **“Applicant- Accountant”** as subject. Deadline for the submission of applications is on 30 April 2019.

For more information about the institution, you can visit our website: www.observatory.ph