



Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
 Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

University Human Resource Management Office
 Tel. No. (02) 8539-9950 loc. 124 Email Address: careers@urs.edu.ph

**JOB DESCRIPTION/SPECIFICATION
 NO. 1**

Position Title	Accountant III	Salary Grade	19
Plantilla Item Number	URSB-A3-2-2002	Monthly Salary	₱51,357.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
General Function of the Position	Ensures that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares reports, letters, endorsement and issuances pertaining to accounting rules and regulations • Signs DVs, TRA, Remittances of Mandatory Contributions and Other Payables • Supervises preparation of payrolls, vouchers, bank reconciliation and analysis of accounts • Prepares bank reconciliation statements of all funds • Consolidates Financial Reports • Analyzes and attests the accuracy of accounting records and reports and provide information and advice to the management • Prepares and consolidates management actions for COA issued Audit Observation Memorandum in close coordination with the Internal Auditor • Supervises, facilitates and monitors the work of the accounting personnel and provides technical assistance to implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports • Coordinates with COA, DBM, BIR and other government agencies regarding financial transactions of the University • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree in Commerce / Business Administration major in Accounting		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	RA 1080		
Competency Requirements			
Core	CC1-Professionalism – Intermediate CC2-Delivering Service Excellence – Intermediate CC3-Achievement Orientation Management – Intermediate CC4-Interpersonal Relationship Management – Intermediate		



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Functional	FC1-Administrative Services Management – Intermediate FC2-Documents and Records Management – Intermediate FC3-Financial Management - Intermediate FC4-Computer Skills – Intermediate FC5-Communication Skills – Intermediate FC9-Planning and Delivering – Intermediate
Leadership	LC1-Thinking Strategically and Creatively – Basic LC2-Creating and Nurturing a High Performance Organization – Basic LC3-Building Collaborative and Inclusive Working Relationships – Basic



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**JOB DESCRIPTION/SPECIFICATION
 NO. 2**

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-1-2023	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
General Function of the Position	Assists in ensuring that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares monthly and annual reports and schedules, assists in year-end closing, and ensures compliance with all regulations and accounting principles • Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts • Maintains complete set of book of accounts for assigned funding source • Prepares fund utilization report and liquidation report for externally funded projects • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		
Competency Requirements			
Core	CC1-Professionalism – Intermediate CC2-Delivering Service Excellence – Intermediate CC3-Achievement Orientation Management – Intermediate CC4-Interpersonal Relationship Management – Intermediate		
Functional	FC1-Administrative Services Management – Intermediate FC2-Documents and Records Management – Intermediate FC3-Financial Management - Intermediate FC4-Computer Skills – Intermediate FC5-Communication Skills – Intermediate FC9-Planning and Delivering – Intermediate		



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Leadership	LC1-Thinking Strategically and Creatively – Basic LC2-Creating and Nurturing a High Performance Organization – Basic LC3-Building Collaborative and Inclusive Working Relationships – Basic
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**JOB DESCRIPTION/SPECIFICATION
 NO. 3**

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-2-2023	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
General Function of the Position	Assists in ensuring that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares monthly and annual reports and schedules, assists in year-end closing, and ensures compliance with all regulations and accounting principles • Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts • Maintains complete set of book of accounts for assigned funding source • Prepares fund utilization report and liquidation report for externally funded projects • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		
Competency Requirements			
Core	CC1-Professionalism – Intermediate CC2-Delivering Service Excellence – Intermediate CC3-Achievement Orientation Management – Intermediate CC4-Interpersonal Relationship Management – Intermediate		
Functional	FC1-Administrative Services Management – Intermediate FC2-Documents and Records Management – Intermediate FC3-Financial Management - Intermediate FC4-Computer Skills – Intermediate FC5-Communication Skills – Intermediate FC9-Planning and Delivering – Intermediate		



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Leadership	LC1-Thinking Strategically and Creatively – Basic LC2-Creating and Nurturing a High Performance Organization – Basic LC3-Building Collaborative and Inclusive Working Relationships – Basic
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**JOB DESCRIPTION/SPECIFICATION
 NO. 4**

Position Title	Accountant I	Salary Grade	12
Plantilla Item Number	URSB-A1-34-2016	Monthly Salary	₱29,165.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Accountant III		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
General Function of the Position	Assists in ensuring that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Reviews journalizing and classification of accounts • Monitors tax compliance with BIR • Prepares Tax Remittance Advice (TRA) • Prepares monthly BIR Tax Remittances (BIR Form 1600, 1601E, 1601C) • Prepares Annual BIR Tax Returns (BIR Form 1604 C & BIR Form 1604-E) • Maintains tax database • Prepares Index of Payment to Suppliers • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree in Commerce / Business Administration major in Accounting		
Experience	None required		
Training	None required		
Eligibility	RA 1080		
Competency Requirements			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic		
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		
Leadership	None required		