



TERMS OF REFERENCE

OFFICE	Financial Management Service
JOB TITLE / POSITION	Accountant III
DESIGNATION (if applicable)	Finance Accounting Officer
JOB LEVEL	2 - Technical, (Salary Grade 19, PhP 51,357.00) - Contractual
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none">• Bachelor's degree in Commerce/Business Administration major in Accounting• 2 years of relevant experience• 8 hours of relevant training• Eligibility : RA 1080 (CPA)
PLACE OF ASSIGNMENT	OPAPP Central Office
UNIT ASSIGNMENT	Finance Department
REPORTS DIRECTLY TO	Accounting Division Head
SUPERVISES	Bookkeeping and Records Section
COORDINATES WITH	All OPAPP Units and Executives, CSC, DBM, COA, external partners and stakeholders
JOB OBJECTIVE	<ol style="list-style-type: none">1. Prepare and generate Financial Reports and Schedules2. Budget and Financial Accountability Reports to be reflected in the Agency Transparency Seal3. Facilitate accounting processes compliant to DBM, COA and other regulatory requirements
KEY RESULT AREAS	<ol style="list-style-type: none">1. Maintenance of the Agency Transparency Seal as per Budget and Financial Accountability Reports2. Financial Reports and other related Schedules3. Compliance to government rules and regulations (CSC, COA, DBM, etc.)
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Prepares / Generates Financial Statements per Cluster of Fund and other financial reports of the Agency for submission to COA, DBM and other oversight agencies;2. Performs periodic examination, reconciliation and maintains the following books of accounts:<ul style="list-style-type: none">• Check Disbursement Journal• Cash Receipts Journal• Cash Disbursements Journal

	<ul style="list-style-type: none"> • General Journal • General Ledger <p>3. Prepares Monthly and Quarterly Summary of Actual Disbursements for Financial Accountability Reports and</p> <ul style="list-style-type: none"> • FAR 1 • FAR1-A • SPMR • FAR 3 <p>4. Prepares Monthly Disbursement Program (BED 3)</p> <p>5. Performs other tasks that may be assigned by the Accounting Division Head and Director for Finance Department</p>
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