

Treasury Staff (2 slots)

Description

Two (2) positions

Responsibilities

1. Monitors disbursements and accountable for the site revolving fund
2. Process funding and manages site disbursements including validation of liquidation reports
3. Prepares official receipts, collection reports and ensures cash collections are safe and deposited intact
4. Assists the Accounting Officer in the preparation of Head Office reports as necessary
5. Other adhoc responsibilities that maybe assigned from time to time

Qualifications

- Graduate of Business-Related course (Accounting, Management)
- Preferably with 2-3 years work-related experience; a plus if working in an electric utility or power industry
- Must have an experience in handling cash transactions, processing checks and preparation of cash position reports
- Liaising experience with the bank (bank deposits and withdrawals, bills purchased)
- Able to account and prepare daily collection reports
- Familiarity in statutory and compliance reports for renewable energy would be an advantage
- Can speak and understand the Bicol dialect
- Willing to be assigned in Camarines Sur (Caramoan/Garchitorena)

Hiring organization

NCPD

Employment Type

Permanent

Beginning of employment

October 2020

Duration of employment

Long-term Employment

Industry

Renewable Energy

Job Location

Caramoan and Garchitorena areas,
Camarines Sur, Bico, Philippines

Base Salary

PHP 9,000

Date posted

June 2, 2020

Valid through

July 31, 2020