

JOB ANNOUNCEMENT

Bookkeeper

GENERAL RESPONSIBILITY:

Responsible for maintaining the financial records by accurately recording the day-to-day financial transactions of Stairway Manila Office.

CHARACTERISTICS of the JOB:

- Records and maintains all transactions in the accounting system (Quickbooks), for Manila office;
- Prepares Checks, Check Vouchers and Journal Vouchers for Manila Office;
- Prepares financial reports for donors;
- Maintains complete filing system to support financial records;
- Assists program coordinators/staff in the preparation of budgets/special budget;
- Reviews and verifies source documents such as invoices, receipts, reimbursements, requests for payment, cash advances and liquidations, for approval of OIC-Manila and Executive Director;
- Monitors monthly fund balances and submits monthly fund balance reports to program coordinator/staff and executive director;
- Checks and monitors the Petty Cash Fund of Manila Office;
- Manages the process around annual internal and external financial audit;
- Ensures compliance in the Internal Control System;
- Reviews, develops, and/or recommends finance policies to strengthen the internal control;
- Coordinates with Mindoro Office's Bookkeeper and other finance staff;
- Other tasks and projects as delegated by OIC-Manila and Executive Director

QUALIFICATION REQUIREMENTS:

- Degree in Accounting, Finance or Business
- At least 2 years of experience in general accounting
- Experience in Quickbooks is a plus
- Able to supervise oneself and deliver outputs without direct supervision
- Experience in social development work in a child-focused NGO setting is an advantage

COMPETENCIES:

- Is detail oriented and organized
- Has passion and commitment to development and child rights
- Is self-motivated, responsible, honest, trustworthy, creative and a team-player
- Is open for constructive criticisms, is flexible and can adapt to change
- Is motivated for quality and system improvements

Stairway Foundation maintains a child protection policy, of which, all successful candidates must abide by.

Salary and benefits will depend on the successful candidate's qualifications and, range and depth of experience.

APPLICATION:

You may send your letter of intent and resume with references of your works through: admin@stairway.ngo

and address the letter to: Mr. Lars C. Jorgensen, Executive Director

Deadline for sending the application is on: April 12, 2019.



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera
contact: +63 917 8431922, admin@stairway.ngo

