

JOB ANNOUNCEMENT

CyberSafe Schools Project Bookkeeper

GENERAL RESPONSIBILITY

Responsible for maintaining the financial records by accurately recording the day-to-day financial transactions of the Cybersafe Schools Project and other projects under Advocacy and Capacity Building Program.

CHARACTERISTICS of the JOB:

- Records and maintains all transactions in the accounting system (Quickbooks)
- Prepares Journal Vouchers
- Prepares financial reports for donors
- Maintains complete filing system to support financial records
- Assists in the preparation of supplemental budgets/special budget as needed
- Reviews and verifies source documents such as invoices, receipts, reimbursements, requests for payment, cash advances and liquidations
- Monitors monthly fund balances and submits monthly fund balance reports
- Checks and monitors the Petty Cash Fund as appropriate
- Manages the process around annual internal and external financial audit particularly for the Cybersafe Schools Project
- Ensures compliance in the Internal Control System
- Reviews, develops, and/or recommends finance policies to strengthen the internal control
- Coordinates with admin and finance staff
- Other tasks as delegated by the OIC-NCR Office/Executive Director

MINIMUM QUALIFICATIONS REQUIRED:

- Degree in Accounting, Finance or Business
- At least 2 years of experience in general accounting
- Experience in Quickbooks is a plus

COMPETENCIES:

- Is detail oriented and organized
- Is self-motivated, responsible, honest, trustworthy and a team-player
- Has good interpersonal and communication skills
- Can prioritize tasks and time
- Is motivated for quality and system improvements

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

Interested candidates must be willing to start immediately.

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 updated resume through: admin@stairway.ngo and address the letter to: Mr. Lars C. Jorgensen, Executive Director

Deadline for sending the application is on: October 15, 2021



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