

# JOB ANNOUNCEMENT

## BOOKKEEPER

### GENERAL RESPONSIBILITY

Responsible for managing and maintaining the financial records of the Global Program titled “Stopping cybercrime against children: More safety and protection on the Internet.”

### SPECIFIC TASKS AND RESPONSIBILITIES:

- Records and maintains all transactions in the accounting system (Quick Books) for the Global Program;
- Prepares Journal Voucher and other vouchers for Global Program;
- Prepares Financial and Internal Monitoring reports for Global Program;
- Maintains complete filing system to support financial records;
- Assists the project coordinator in the preparation of supplemental budgets/ special budgets;
- Reviews and verifies source documents such as invoices/billing statements/ statement of accounts, receipts, vouchers and internal reports such as liquidations, reimbursement, request for payments, cash advances, checks and check vouchers, for approval of Program Manager/OIC SFI NCR Office and or Executive Director;
- Facilitates and process all requests for online fund transfers and/or check payment for approval of Program Manager/OIC SFI NCR Office and/or Executive Director;
- Monitors fund balances and submits fund balance reports to Finance Officer, Project Coordinators, Program Manager/OIC SFI NCR Office and/or Executive Director;
- Checks and monitors the Petty Cash Fund of Global Program, if any and applicable;
- Prepares Statement of Account, if any and applicable;
- Manages the process around annual internal and external financial audit;
- Ensures compliance in the Internal Control System;
- Coordinates with Mindoro Office’s Finance and Admin unit;
- Other tasks and projects as delegated by SFI NCR Office Finance Officer, Project Coordinator, Program Manager/OIC SFI NCR Office and/ or Executive Director.

### OTHERS:

- Observes all organizational policies and procedures and abides by our Child Protection Policy at all times.



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



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### QUALIFICATIONS AND EXPERIENCE REQUIREMENT:

- 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.

### 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.

Salary and benefits will depend on the successful candidate's qualifications.

### APPLICATION:

You may send your letter of intent and updated resume through: [admin@stairway.ngo](mailto:admin@stairway.ngo) and address the letter to:  
**Mr. Lars C. Jorgensen, Executive Director**

**Deadline for sending the application is on: May 12, 2023**



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