

## JOB DESCRIPTION

<b>Position Title</b>	:	Accounting Specialist
<b>Reports to</b>	:	VP for Finance Group
<b>Position Rank</b>	:	Staff
<b>Position Level</b>	:	Specialist
<b>Grade Level</b>	:	SG 14

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### A. Job Summary

The position is responsible for the activities in the Accounting Unit by supervising the recording of the financial transactions with the objective of preparing the accurate and timely Financial Statements and other related management reports, and ensuring that the company is in compliance with the company's policies and the rules and regulations of all pertinent the government-regulatory agencies and DBP parent company.

### B. Duties and Responsibilities

- Prepares, presents and certifies Financial Statements (Balance Sheet, Income Statement, Cash flow, Changes in Equity and Retained Earnings) with applicable financial reporting framework and reports as required by accounting and auditing standards in compliance with BOA Resolution No. 3-2016 vis-à-vis the corporate budget for variances in the balance sheet and income statement accounts.
- Coordinates, Collates and Prepares all financial projections and budget for submission to the DLC Board, DBP, SPR, BSP, GCG, and all banks and creditors as may be needed
- Coordinates with SPR and Prepares Annual Capital Operating Budget and all Reports for submission to regulatory bodies, such as, BSP, SEC, COA, BIR, DBM and DBP
- Reviews and checks work of unit personnel in the preparation of all disbursement and journal vouchers, regular remittances of company benefits and record reports
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- Performs other tasks that may be assigned

### C. Job Qualifications

- Graduate of a Bachelor of Science in Accountancy, a Certified Public Accountant (CPA) title is an advantage
- With at least 1-2 years related work experience.

For interested applicants, you may send your updated curriculum vitae to [careers@dbp-leasing.ph](mailto:careers@dbp-leasing.ph)