

DUTIES AND RESPONSIBILITIES
Publication Period: July 20 to August 04, 2022

CITY ACCOUNTANT'S OFFICE

Plantilla Item No. 15 – Administrative Assistant III (Senior Bookkeeper) (SG 9)

1. Monitor, reconcile with subsidiary ledgers and prepare the Schedule of previous Trust Fund Accounts transferred to General Fund;
2. Monitor and set-up Books of Accounts for Public-Private Partnership Projects and other future projects of the City;
3. Post Journal Transactions to Subsidiary Ledgers for General Fund – Special Accounts (Different lines of Business Economic Enterprise);
4. Posting of JEV to the Journals of CEF;
5. Post Subsidiary Ledgers to General Ledger – Special Accounts (Different lines of Business Economic Enterprise);
6. Check and balance of all accounts in the WTB against SL for Special Account (Different lines of Business Economic Enterprise);
7. Maintain Cost Accounting Books for Merchandise for sale (e.g. compost);
8. Prepare Cash Flow Statements for Special Accounts;
9. Prepare Financial Statements for City College (BS & IS);
10. Perform other duties and responsibilities as may be assigned from time to time.