

Republic of the Philippines
MANOLO FORTICH WATER DISTRICT

A. Ditona St. Tankulan, Manolo Fortich, Bukidnon

website: mfwd.gov.ph email: mfwd_buk@yahoo.com

Mobile Hotline: 09177181311

CORPORATE ACCOUNTANT

Urgent Hiring

Plantilla Item No.	- (1 slot)
Salary Grade	- 15
Place of Assignment	- Finance and Commercial Division

MINIMUM QUALIFICATIONS:

Education	- Bachelor's Degree in Commerce/Business
Training	- 4 hours of relevant training
Experience	- 1 year of relevant experience
Eligibility	- PRC License

COMPETENCIES NEEDED:

The general function of the position is the preparation of Financial Reports, provides Internal Control and financial reporting processes.

Competencies required: Proficiency in accounting practices and financial management

Interested applicants must submit the following documents:

1. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture
2. Performance Rating in the last rating period
3. Authenticated copy of PRC License/Board rating
4. Certified True Copy of Diploma, Transcript of Records and other documents supporting highest educational attainment
5. Certified True Copy of Employment Certificate with detailed Job Description issued by the authorized personnel
6. Certified True Copy of Certificate of Trainings / Seminars / Conferences / Workshops attended (include the module / program)

COMPLETE application documents / requirements must be submitted to the Human Resource Section or through email at mfwd.hrmo@gmail.com not later than December 15, 2023. Applications with incomplete documents shall not be entertained. Initial screening (Interview and written examination) of applicants will be on December 19, 2023 9:00 AM at MFWD Administration Building, Tankulan, Manolo Fortich, Bukidnon.

Manolo Fortich Water District adheres to the Equal Employment Opportunity Principle.

Approved:


VENUS I. GUMALING
Division Manager C /HRMO

Noted:


ENGR. ROGELIO K. PANGAN
General Manager