

CARES PROJECT / CENTER FINANCE OFFICER

Department : College of Agriculture, Resources, and Environmental Sciences
Location : CPU Research and Business Centers
Reports to : Dean of CARES, Project Leader of CPU Research and Business Centers, and VP for Finance and Enterprise
Rank/Salary Grade :

I. OVERALL RESPONSIBILITY

Responsible for ensuring that all financial matters of CARES Projects and CPU Research and Business Center are handled responsibly and legally.

II. DUTIES AND RESPONSIBILITIES

1. Acquire work to be done and report directly to the Project Leader/Dean.
2. Receive, prepare, and process requisitions coming from different projects.
3. Keep all project funds safe and release only the amount enough for the day's requirements.
4. Responsible for paying the wages of laborers every week.
5. Responsible for depositing income from any services or products from various projects to the University Cashier.
6. Canvass and purchase the materials, supplies, and equipment needed for the operations.
7. Coordinate the payment of goods or services requested by different Project Coordinators.
8. Prepare Financial Statements for different projects in coordination with assigned Coordinators.
9. Prepare liquidations of requisitions made by Project Coordinators.
10. Systematically file financial records in safety cabinets of the different projects.
11. Report directly to the Project Leader/Dean and the VP for Finance, Enterprises, and Administration.
12. Files, organizes, and updates official forms, records, and documents.
13. Maintains the confidentiality of office records.
14. Responsible for conducting periodic inventory of the office supplies, furniture, fixtures, machinery, and equipment necessary in the office.
15. Performs other specific tasks as required by the Supervisor in line with the official functions of the office.

III. QUALIFICATIONS REQUIRED

1. Must have a Bachelor's Degree in Accounting or Finance graduate
2. Must be proficient in verbal and written English communication
3. Must be computer literate (MS Word, Excel & Access, and other applications)
4. Must be able to handle customer relations
5. Must possess a high level of honesty, integrity, and enthusiasm
6. A mature Christian, preferably a Baptist

IV. COMPETENCIES REQUIRED

1. Must have clerical skills, with a typing speed above 40 words per minute.
2. Must have good organization skills by making daily reports of filing, organizing, and updating official forms, records, documents ongoing and outgoing communications, official information, and others that are stated in the duties and responsibilities of the said position, 15-30 minutes before the end of the working hours.
3. Must have inventory skills in updating the office's needs by doing inventory reports periodically.
4. Must have time management skills to comply with the basic reports required.

V. AUTHORITY

VI. WORKING RELATIONSHIPS

1. Reports to the Dean of CARES, Project Leader of CPU Research and Business Center, and VP for Finance and Enterprise
2. Works closely with the rest of the personnel at CARES and the CPU Research and Business Center

VII. WORKING CONDITIONS

1. Special tools utilized and/or machines and equipment used:
computer, telephone, photocopier, calculator, and typewriter
2. Working hours:
Five days a week, Monday-Friday or in a shifting mode as required by the work, 7:30 a.m.-12:00 noon; 1:30-5:00 p.m.; 8 hours a day. He / She may be required to work overtime with the approval of proper authorities and in conformance with the overtime policy.
3. This job is performed in an office and field environment.

VIII. BASIC REPORTS REQUIRED

1. Regular Accomplishment Reports and Financial Statements/Records

Conforme:

Name and Signature of Employee

Name and Signature of Unit Head

Date: _____

Date: _____

Approved:

HRD Director

Date approved: _____