JOB DESCRIPTION OF SCHOOL ACCOUNTANT

Position Title: ACCOUNTANT

Supervision Received: VP Finance

Supervision Given: Finance Main Clerks, Unit Finance Officers/Cashiers

Coordination: Budget Manager, Schoolheads, External Auditors, Legal Counsel

General Function:

The School Accountant is charged with functional authority and responsibility over the financial activities of the Roosevelt College System.

Duties and Responsibilities:

1. Establishes, coordinates and maintains through authorized management an integrated plan for the control of operations. Such a plan would provide, to the extent required in the business, cost standards, expense budgets, sales forecasts, profit planning and programs for capital investment and financing, together with the necessary procedures to effectuate the plan.

2. Measures performance against approved operating plans and standards, and to report and interpret the results of operations to all levels of management. This function includes the design, installation, and maintenance of accounting and cost systems and records. The determination of accounting policy, and the compilation of statistical records as required.

3. Measures and reports on the validity of the objectives of the business and on the effectiveness of its policies, organization structure and procedures in attaining those objectives. This includes consulting with all segments of management responsible for policy or action concerning any phase of the operation of the business as it relates to the performance of this function.
4. Interprets and reports on the effect of external influences on the attainment of the objectives of the business. This function includes the continuous appraisal of economic and social forces and of governmental influences as they affect the operations of the business.

5. Provides the protection for the assets of the business. This function includes establishing and maintaining adequate internal control and assuring proper insurance coverage.

6. Compliance reporting activities to government offices like SEC, BIR, DECS, local government, etc.

7. Performs other duties as directed by VP Finance or Superior officials.