



UNIVERSITY OF THE PHILIPPINES

## Provident Fund

# JOB VACANCY

### ACCOUNT ANALYST & ASSISTANT ACCOUNTANT

We are looking for one (1) full-time Account Analyst and Assistant Accountant at UP Provident Fund! The employee will perform dual roles providing enriching and value-adding services to employees of the University of the Philippines.

#### PRIMARY ROLES AND RESPONSIBILITIES

As Account Analyst:

- Processes loans and benefits for UP Diliman, Baguio and System members;
- Prepares monthly, quarterly, and annual reports of member activities;
- Updates the members' equity and membership masterlist regularly; and
- Assists the Co-Fund Manager in all administrative work and requirements

As Accounting Assistant

- Implements and ensures compliance of the company to accounting and financial standards, protocols, and policies;
- Helps in bookkeeping and in preparation of financial statements; and
- Assists the Accountant in all accounting work and requirements

#### ELIGIBILITY

The applicant must:

- Have graduated with an Accounting or related degree (CPA a plus);
- Have several years of work experience in accounting or customer service;
- Be knowledgeable in MS Office applications (specifically Word and Excel); and
- Be a team player, driven, and customer-oriented.

Interested applicants may submit their Résumé or Curriculum Vitae to the UP Provident Fund Head Office at A. Roces Sr. Ave cor Laurel St., UP Diliman, Quezon City, or send through e-mail at [leah.caballero@upprovidentfund.com](mailto:leah.caballero@upprovidentfund.com).

**APPROVED FOR POSTING:**

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ARLENE A. SAMANIEGO, MD  
Vice Chancellor for Administration  
05 JUL 2018