

ZAMSURECO-I

Zamboanga del Sur I Electric Cooperative, Inc.
Gov. Vicente M. Cerilles Street, San Francisco District, Pagadian City, 7016



MAKE US THE KEY TO YOUR CAREER!

NOW HIRING!

CERTIFIED PUBLIC ACCOUNTANTS

JOB DESCRIPTION

Duties and Responsibilities:

- Prepares financial reports and schedules in conformity with compliance policies and all relevant policies and requirements
- Ensures compliance with reports and mandatory requirements of government institutions i.e. NEA, BIR, SSS, Phil health, Pag-ibig, among others
- Sees to it that all taxes and payables are paid on time
- Executes improvements in accounting processes
- Establishes, maintains and coordinates the implementation of accounting and control procedures
- Monitors and executes internal control procedures to ensure that cooperative assets are safeguarded

*Attractive Pay
Package are
negotiable in line
with the prevailing*

Qualifications:

- Candidate must possess a Professional License (Passed Board/Professional License Exam)
- With or without work experience
- Good in oral and written communication skills
- Can work under time pressure and has maturity to accomplish a task
- High level of professionalism; extremely organized, systematic and flexible
- Full-time positions available
- Willing to work in Pagadian City
- Fresh graduates are encouraged to apply

Required Documents:

- Applicants should forward their Curriculum Vitae and Application Letter, with attested copies of certificates/license/testimonials to the **General Manager/CEO Jose Raul A. Saniel**
- E-mail us your resume or CV at zamsureco1.inc@gmail.com
- For further details, kindly contact Ms. Mary Stephenie Grace Mijares and/or EDP/ISD Manager Azucena A. Lagura at Telephone No. 062-2154079/062-2142635
- Walk-in applicants are also welcome.

BE ONE OF US. JOIN US NOW 😊