



The German European School Manila seeks applications for the post of a **CHIEF ACCOUNTANT, starting June 1, 2010**. The chosen applicant will directly report to the Administration Manager.

Main responsibilities include:

- Ensures proper order to maintain, review and update the book of accounts for GESM and its departments according to accepted accounting practice. Prepares adjusting journal voucher entries.
- Provides financial statements, reports and other documents needed for decision making and budgetary matters. Analyses costs, cash flow and other financially related data in detail for these matters.
- Coordinates and corresponds with the Chief Accountant of EIS and/or other accounting personnel of other departments regarding financial issues.
- Acts as payroll officer for GESM and prepares semi-monthly and/or monthly payroll accounts together with the EIS Chief Accountant. Ensures GESM compliance with procedures pertaining to staff income, SSS, Philhealth, Pag-Ibig and other payments.
- Recommends and formulates financial policies to be approved by the administrator or board of directors.
- Monitors, coordinates and ensures the proper implementation of GESM/EIS financial policies.
- Assists in managing and recruiting of finance staff, if necessary.
- Participates in Board meetings and other deliberations, if necessary.
- Performs other duties and functions as may be requested by the Administrator or the Board of Directors.

Applicants should have the following qualifications:

- College graduate with at least 8-10 years experience as an Accountant.
- Excellent written and oral communication skills. Proficiency in the German language is an advantage.
- Worked in a non-stock, non-profit organization before
- Excellent interpersonal and organizational skills
- Familiar with Microsoft Office applications and other financial software (e.g. Peachtree)
- Up to date with Philippine Accounting principles and laws.
- Can work with minimum supervision and has the right work attitude in ensuring that the objectives of the organization are met.

Attractive salary and career growth in a multi-cultural environment awaits the successful applicant. Kindly submit your letter of interest and résumé before April 30th, 2010 by e-mail to administrator@gesm.org or mail your application to:

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75 Swaziland Street, Better Living Subdivision
Parañaque City, Metro Manila
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Fax: 8241517

