

Open Position: Accountant
Adventist International Institute of Advanced Studies
Silang, Cavite, Philippines

The Adventist International Institute of Advanced Studies (AIAS)
Is seeking an individual to serve full-time as an Accountant in the AIAS Finance Office

Classification: National Employee

Available: August 17, 2026 or as soon as possible

Responsibility Overview:

The accountant is responsible for maintaining accurate accounting records, preparing journal entries and reconciliations, managing fixed asset accounting, ensuring compliance with tax and government reporting requirements, coordinating audit activities, and supporting the Finance Office in maintaining accurate and timely financial records.

Required Qualifications and Skills:

1. Bachelor's degree in Accountancy or Accounting.
2. Knowledge of accounting principles, financial reporting, and accounting procedures.
3. Strong analytical, problem-solving, and organizational skills.
4. Ability to maintain strict confidentiality of financial records and institutional information.
5. Excellent oral and written communication skills in English, with the ability to explain accounting information, policies, and procedures clearly to various stakeholders.
6. Ability to work independently with minimal supervision and as part of a team.
7. Strong interpersonal skills and the ability to work effectively in a multicultural environment.
8. A member of the Seventh-day Adventist Church in good and regular standing, demonstrating a genuine Christian commitment and actively modeling the Adventist lifestyle in both professional and personal life.

Preferred Qualifications and Skills:

1. Experience working in an accounting or finance office.
2. Proficiency in computerized accounting systems; experience with SunPlus Accounting System is an advantage.
3. Knowledge of Philippine taxation, payroll, labor laws, and government reporting requirements.
4. Familiarity with the compliance requirements of the BIR, SEC, SSS, PhilHealth, Pag-IBIG, DOLE, and other government agencies.
5. Familiarity with the policies and procedures of the Seventh-day Adventist Church and its institutions.

Required Work Experience: At least one (1) year of accounting or finance-related work experience.

Preferred Work Experience:

1. At least two (2) years of progressively responsible experience in accounting or finance.
2. Experience in preparing financial reports, reconciliations, tax compliance, and government regulatory filings.
3. Experience coordinating with external auditors and government agencies.
4. Experience working in an educational institution, non-profit organization, or Seventh-day Adventist institution is an advantage.

Key Responsibilities:

1. Reviews, verifies, and records journal entries and ensures the completeness and accuracy of supporting documents prior to posting in the accounting system.
2. Maintains accounting records for fixed assets, including capitalization, depreciation, retirement, and disposal.
3. Reviews and records payroll-related transactions, including SSS and Pag-IBIG loans, tax adjustments, government contributions, and other payroll-related accounting entries.
4. Prepare monthly bank, inter-organization, and general ledger reconciliations.
5. Handles online student registration-related accounting transactions, prepares student invoices, and other student-related fees.
6. Coordinates with external auditors and prepares schedules, reports, and supporting documents required for the annual audit of the financial statements.
7. Prepares, reviews, and files all applicable statutory reports and tax returns, including but not limited to:
 - Income Tax Return for the Entity (BIR Form 1702-EX);
 - Annual Financial Statements (AFS) submission to the SEC and BIR;
 - Annual payroll tax reports, including BIR Forms 1604-C, 2316, and other applicable payroll tax reports.);
 - Monthly and quarterly BIR returns and other required tax filings;
 - Other government reports and compliance requirements as mandated by law.
8. Prepare payroll tax computations, statutory contributions, and government remittances.
9. Prepares and submits the DOLE 13th Month Pay Compliance Report and processes Tax Identification Number (TIN) applications for employees, as necessary.
10. Reviews contracts and supporting documents related to service providers, agencies, and institutional agreements from an accounting and compliance perspective.
11. Performs other reconciliation activities, government submissions, and regulatory compliance requirements assigned to the Finance Office.
12. Perform other duties as assigned by the Financial Controller or the Vice President for Finance.

Remuneration:

Remuneration will be according to the denominational wage scale at AIIAS taking into account educational qualifications, professional experience, and years of service.

Application Process:

Applications are assured of full consideration if received by **August 4, 2026**. Please email your application letter and current Curriculum Vitae with three references to **recruitment@aaias.edu**.