FOR IMMEDIATE HIRING

The MANILA OBSERVATORY, a Jesuit institution engaged in scientific research, invites applicants for the following position:

ACCOUNTANT

QUALIFICATIONS

- Bachelor’s Degree in Accounting, CPA
- At least three (3) to five (5) years administrative and accounting experience preferably within a non-profit environment
- Must have analytical experience, be accurate with figures, well organized, and exercise sound judgment in decision making
- Software expertise in Microsoft Office and other accounting software
- Good communication skills to be able to explain importance of compliance with institutional requirements, accounting rules and regulations to program managers and peers

TASKS AND RESPONSIBILITIES

- Manage the chart of accounts
- Recording and reconciliation of grants received and program expenses
- Set up recording process for grants received, process journal entries, investigate discrepancies and prepare detailed records and reports as required
- Assist in the preparation and reconciliation of all monthly, quarterly and annual financial statements
- Assist in creating, monitoring and updating financial related policies and procedures
- Resolve fund related problems and follow up with program managers on compliance with finance related funder requirements
- Reconciliation of grants received and transfers of funds to appropriate accounts
- Assist program managers in complying with finance and accounting related requirements of funders and government/regulatory agencies
- Prepare financial reports for specific project and programs as required
- Initiate and participate in data clean up and back up projects
- Coordinate with government agencies (BIR, SEC, SSS, Philhealth, Pag-Ibig) as required

Interested candidates are invited to submit a letter of application with resume, transcript of records and recent passport size photograph on or before 8 June 2013 at the Human Resource Office, Manila Observatory, Ateneo de Manila Campus, Loyola Heights, Quezon City. Or you may also get in touch with us through e-mail address: hr@observatory.ph

For more information about the company, you can visit our website: www.observatory.ph
FOR IMMEDIATE HIRING

The MANILA OBSERVATORY, a Jesuit institution engaged in scientific research, invites applicants for the following position:

PROJECT RESEARCH ASSISTANT
(Quezon City based with field visits and workshops in Cebu City)

A three-year project on “GIS-BASED CLIMATE CHANGE VULNERABILITY AND ADAPTATION (V & A) AND RISK ASSESSMENTS FOR METRO CEBU”

Job Description:

The Research Assistant will do the following tasks, with special focus on Metro Cebu:

- Set up, execute, and debug regional climate models
- Downscale results from global climate models into higher resolutions and perform statistical validation and uncertainty analyses
- Perform climate simulations using regional climate models to investigate potential changes in climate and weather extremes in the future.
- Process and analyze regional climate modeling results, and climate and weather data for climate, extremes, variability and change risk assessment analysis.
- Participate in activities in the Observatory including MO seminars, exhibits, and others
- Participate in scientific conferences, generate technical and scientific presentations, posters and reports

Competencies, Skills and Qualifications:

- College graduate in the fields of natural science or engineering with strong physics and math background
- Good technical, computational and analytical skills
- Experience in computer programming (e.g. FORTRAN OR C), code development and modification
- Familiar with Linux/Unix operating system
- Good oral and written communication skills
- Good interpersonal skills and a team worker
- Keen interest in environment, weather, and climate

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