



## **JOB VACANCY**

**Position Title** : **TELLER**  
(Rank 7)

**Office / Department** : **FINANCE SERVICES DEPARTMENT**

**Reports To** : **CASHIER, HEAD**

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### **A. QUALIFICATIONS STANDARD**

#### **Education**

- Graduate of any four (4) year business-related course.

**Experience** : Preferably with one (1) year work related experience.

#### **Skills:**

- Must be computer literate
- Excellent customer service and communication skills
- Demonstrate basic math skill and strong attention to details

#### **Attitudes**

- Can relate well with all levels in and outside the organization
- Team player and can work long hours
- Resourceful and creative, with patience and the ability to remain calm and professional
- Possesses high degree of honesty and integrity
- Possesses good working habits
- Willing to be assigned in other areas within EC coverage area.

### **SCOPE OF FUNCTIONS**

- Responsible in receiving power bill payments and related transactions and the proper handling of cash in his/her position in conformity with EC policies and guidelines and other standard cash handling procedures.

## **DUTIES AND RESPONSIBILITIES**

Receives payments of power bills and other transactions authorized by the EC;

Conducts cash count every after collection day to ascertain that the total cash on hand is equal to the amount reflected in the CEBCOS;

Performs immediate reconciliation for any discrepancies between cash on hand against collection for the day;

Prepares checks and cash for deposit and verifies accuracy of amounts against deposit slips daily;

Examines checks collection and verifies other information such as dates, bank names, identification of the persons making the payment and the appropriateness of the supporting documents;

Performs clerical functions such as encoding, filing and other related tasks and

Performs any other duties and functions that may be assigned from time to time.

### **PLEASE SUBMIT the ff:**

1. Application letter as cover page with Comprehensive Resume detailing job specifications and 1 (2x2) colored photo attached on the upper right side of the Resume.
2. Photocopy of pertinent documents such as; Transcript of Records (TOR) Diploma, training certificates etc.
3. Photocopy of employment certificate if available

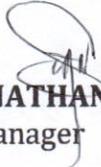
### **TO:**

**ENGR. JONATHAN S. EMPEÑO**

General Manager

SOLECO Main Office, Brgy. Soro-Soro,  
Maasin City, Southern Leyte

Approved for Posting:

  
**ENGR. JONATHAN S. EMPEÑO**  
General Manager