

## Office of the Municipal Accountant



Eden I. Gaurano

### **VISION**

Accounting is the department mandated by law to provide timely and authentic financial information to our local legislators and other stakeholders to guide them in their decision-making process for the benefit of the general public.

### **MISSION**

**We continuously strive to provide financial information and deliver accounting services with professionalism, efficiency and excellence to all our clients.**

## **DUTIES AND FUNCTIONS**

- **Install and maintain an internal audit system in the LGU concerned;**
- **Prepare and submit financial statements to the governor or mayor, as the case may be, and to the sanggunian concerned;**
- **Apprise the sanggunian and other local government officials on the financial condition and operations of the LGU concerned;**
- **Certify to the availability of budgetary allotment to which expenditures and obligations may be properly charged;**
- **Review supporting documents before preparation of vouchers to determine completeness of requirements;**
- **Prepare statements of cash advances, liquidation, salaries, allowances, reimbursements and remittances pertaining to the LGU;**
- **Prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto;**
- **Maintain individual ledgers for officials and employees of the LGU pertaining to payrolls and deductions;**
- **Record and post in index cards details of purchased furniture, fixtures, and equipment, including disposal thereof, if any;**
- **Account for all issued request for obligations and maintain and keep all records and reports related thereto;**
- **Prepare journals and the analysis of obligations and maintain and keep all records and reports related thereto; and**
- **Exercise such other functions as may be prescribed by law or ordinance.**

**Contact Number/s:**

# Municipal Accountant

Written by Eden I. Gaurano -

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