

Position Title : **Two (2) Administrative Assistant**

Place of Assignment : Cash Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Bachelor's Degree
- Knowledgeable in basic bookkeeping/ accounting procedures
- Must have excellent knowledge in MS Excel and Word
- With good communication skills and proficient in writing
- Willingness to learn and render overtime services
- Can work under time pressure.

Job Description

- Monitors and validates the Daily Report of Collection against the proof of deposit for Btr-PRC clearing account;
- Checks the accuracy of the total amount and number of transactions;
- Coordinates with the concerned Payment Channel any discrepancy found in all the Consolidated Report of Collections;
- Ensures that all adjusted entries (refund under/over deposit) shall be reconciled and recorded immediately;
- Classifies the collections based on their respective income classification;
- Prints and Checks the Statement of Account which serves as proof that all the daily deposits were credited to BTr-PRC account;
- Prepares Monthly Reports for submission to Accounting and Commission of Audit.
- Prepares a letter request of Monthly Certification of the total deposit made by Payment Channel to the Bureau of Treasury (BTr).
- Prepares communication related to payment channel.
- Prepares the summary of annual income, deposit and number of clients served.
- Performs other related functions.

Salary

- Equivalent to SG 8 or Php18,998.00/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN
6. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **2 December 2022** to:

ANGELICA P. ALTOVEROS

Administrative Officer III
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com