

Position Title : Accountant II

Place of Assignment : Accounting Division
PRC-Central Office
P. Paredes Street Corner N. Reyes Street, Morayta
Manila

Qualifications

Education : Bachelor's degree in Commerce/Business
Administration major in Accounting

Experience : None required

Training : None required

Eligibility : RA 1080

Job Description

1. Prepare Journal Entry Vouchers (JEVs);
2. Prepare the trial balance, financial statements, and other financial reports;
3. Verify and check the completeness and validity of supporting documents and availability of cash in the pre-audit of Disbursement Vouchers (DVs);
4. Prepare Withholding Tax Certificates for payments to creditors and BIR reports;
5. Review Remittance Reports for government mandatory deductions;
6. Review Bank Reconciliation Reports;
7. Analyze and reconcile account balances;
8. Prepare the annual cash program of the Commission;
9. Monitor the utilization of Notice of Cash Allocation (NCA); and,
10. Performs other related functions.

Salary

Equivalent to Salary Grade 16 or Php41,616.00/month

Mode of Employment

Job Order Worker

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

- 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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **13 November 2024** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com