

Position Title : **Accountant**
Place of Assignment : Accounting Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,
1008 Metro Manila

Qualifications :
Eligibility : RA 1080
Education : Bachelor of Science in Accountancy
Training : N/A
Work Experience : N/A

Job Description

1. Prepares Journal Entry Vouchers (JEVs)
2. Verifies and checks the completeness and validity of supporting documents and availability of cash in the pre-audit of Disbursement Vouchers (DVs)
3. Prepares Withholding Tax Certificates for payments to creditors and BIR reports
4. Reviews Bank Reconciliation Reports
5. Analyzes and reconciles account balances
6. Performs other related functions

Salary

- Equivalent to SG 12 (₱29,165)

Mode of Employment

- Job Order (1 year)

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. Photocopy of Transcript of Records
3. NBI Clearance
4. TIN

Qualified applicants are advised to send through email their application not later than 10 March 2023 to:

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

