

Position Title : Accountant I
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 Voucher (JEVs);
2. Verify and check the completeness and validity of supporting documents and availability of cash in the pre-audit of Disbursement Vouchers (DVs);
3. Prepare Withholding Tax Certificates for payment to creditors and BIR reports;
4. Review Bank Reconciliation Reports;
5. Analyze and reconcile account balances;
6. Perform other related functions.

Salary

Equivalent to Salary Grade 12 or Php29,165.00/month

Mode of Employment

Job Order

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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **18 May 2024** to:

KHRISTINE S. LABAO

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