

Position Title : Administrative Assistant II
Place of Assignment : Cash Division
PRC-Central Office
P. Paredes Street Corner N. Reyes Street, Morayta
Manila

Qualifications

Education : Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course.
Experience : One (1) year relevant experience
Training : Four (4) hours relevant training
Eligibility : None required
Others : Knowledgeable in basic bookkeeping/ accounting procedures; Must have excellent knowledge in MS Excel and Word; With good communication skills and proficient in writing; and can work under pressure.

Job Description

1. Monitor and validate the daily report of collection against the proof of deposit for BTr-PRC clearing account;
2. Check the accuracy of the total amount and number of transactions;
3. Coordinate with the concerned payment channel any discrepancy found in all the Consolidated report of collections;
4. Ensure that all adjusted entries (refund, under/over deposit) shall be reconciled and recorded immediately;
5. Classify the collections based on their respective income classifications;
6. Prints and check the statement of Account which serves as proof that all the daily deposits were credited to BTr-PRC account;
7. Prepare monthly reports for submission to Accounting and Commission on Audit.
8. Prepare a letter request of Monthly Certifications of the total deposit made by Payment Channel to the Bureau of Treasury (BTr).
9. Prepare communication related to payment channel.
10. Prepare the summary of annual income, deposit, and number of clients served; and
11. Perform other related functions.

Salary

Equivalent to Salary Grade 8 or Php19,744.00/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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **22 April 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)
P. Paredes Street Corner N. Reyes Street, Morayta, Manila
prcrecruitmentapp@gmail.com