

Position Title : **Certified Public Accountant**

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

Qualifications:

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|------------------|------------------------------------|
| Eligibility: | RA1080 |
| 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. Review Bank Reconciliation Reports,
5. Analyzes and reconciles account balances,
6. Performs other related functions.

Salary

Equivalent to SG 12 or Php 29,165.00/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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **31 May 2023** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila_

prcrecruitmentapp@gmail.com