

**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](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 **23 November 2024** to:

**KHRISTINE S. LABAO**

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