

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 Bureau of Treasury (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 Collection;
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 classification;
6. Print 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 Division and Commission of Audit;
8. Prepare a letter request of Monthly Certification of the total deposit made by Payment Channel to the BTr;
9. Prepare communication related to payment channel;
10. Prepare the summary of annual income, deposit and number of client served; and,
11. Perform other related functions.

Salary

Equivalent to Salary Grade 8 or Php20,534.00/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 **30 September 2024** to:

KHRISTINE S. LABAO

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