



# NOTICE OF VACANCY

Date of Publication: MAY 27, 2024

**ACCOUNTANT II**, 48 C - CONTRACTUAL, Finance and Administration -  
Accounting Division

Monthly Salary (SG 16)	Php 39,672.00
Benefits/ Incentives:  (Entitlement is subject to existing guidelines, rules and regulations)	<ul style="list-style-type: none"><li>Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>1 Month Salary – Mid-Year Bonus</li><li>1 Month Salary – Year-End Bonus</li><li>Php 5,000.00 – Cash Gift</li><li>Php 7,000.00 – Clothing Allowance</li><li>Php 5,000.00 – Productivity Enhancement Incentive</li></ul>
Education	Bachelor’s degree in Commercial/Business Administration major in Accounting
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	R.A. 1080 (CPA)
Competency	<ul style="list-style-type: none"><li><b>Technical Writing</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li><b>Critical and Analytical Thinking</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li><b>Asset Valuation</b> <b>Proficient:</b> Can do things on their own and are best at what they do. Takes charge of projects or initiatives. Can teach others.</li><li><b>Project Management</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li><li><b>Research and Information Analysis</b> <b>Intermediate:</b> Requires a moderate amount of help or supervision from others. Can do things and deal with everyday problems.</li></ul>
Key Duties and Responsibilities	<ul style="list-style-type: none"><li>Support the Supervising Administrative Officer in the presentation of the financial reports and statements.</li><li>Analyze various Ledger Accounts and prepare supporting audit schedules, especially the Trust Liabilities consisting of deductions and remittances to employees.</li><li>Journalize the Disbursement Vouchers.</li><li>File BIR remittances online and encode the alpha list in the BIR system.</li><li>Any other function that may be assigned.</li></ul>

**NOTE: ONLY THOSE WHO POSSESS THE RELEVANT or CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.**

Interested and qualified applicants are advised to read the qualifications of the position and signify their interest through the PCGG online Recruitment Form no later than **JUNE 9, 2024.**

<https://bit.ly/PCGGCareersApplication>



**Original documents must be on hand and ready once requested.**