

WE ARE HIRING!

CONTRACT OF SERVICE

SALARY: P23,877.00 plus 20% premium

DURATION: January 24, 2022 to June 30, 2022

ONE (1) Financial Analyst I

Qualifications:

- Bachelor's degree relevant to the job (Preferably Accounting/Bookkeeping related)

Duties and Responsibilities:

1. Report directly to the Accountant III and assist in preparing and submitting financial reports;
2. Prepare and maintain the subsidiary ledgers of accounts, accounting records and book of accounts to reflect accurate and current financial information required by auditors;
3. Assist in the reconciliation of Property, Plant and Equipment Account;
4. Prepare and update the PPE Ledger Cards;
5. Prepare monthly Bank Reconciliation Statement of all funds;
6. Perform other related works, as may be assigned by supervisor/s.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **January 18, 2022.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Photocopy of Transcript of Records and Diploma.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOCELYN G. REYES

Chief Administrative Officer
1765 Paz M. Guazon Street, Paco, Manila
nap_hrm@nationalarchives.gov.ph