



Department of Environment and Natural Resources
Natural Resources Development Corporation
9th Flr., DENR by the Bay Building, 1515 Roxas Blvd., Ermita, Manila
Tel. No. 8521-9421 / 8521-9455
Website: <http://nrdc.denr.gov.ph> Email: records.nrdc@gmail.com

ACCOUNTANT
PhP25,687.00 (monthly rate)

Duties and Responsibilities

1. Provide regular financial report status (monthly collections and disbursements, monthly actual cash balances, and monthly income statement and projected cash flow);
2. Transform the Corporation's books to be consistent with the Philippine Accounting Standards (PAS) and the Philippine Financial Reporting Standards (PFRS);
3. Timely submission of accounting documents and other requirements to the Commission on Audit (COA) relative to the Corporation's Financial Statements;
4. Prepare the following financial matters:
 - a. Quarterly schedules of the Balance Sheet Accounts and monthly financial journals (i.e., Check Disbursement Journal, Cash Receipts and Disbursement Journal, and Cash Disbursement Journal).
 - b. Monthly bank reconciliation statements for all NRDC bank accounts.
5. Prepare, review, and process disbursement vouchers (DVs) pertaining to all expenditures of the Corporation;
6. Update and maintain regularly the Accounting Unit's subsidiary ledgers (SLs) and general ledger.

Qualification Standards

Education: Bachelor's Degree in Accountancy, Certified Public Accountant

Experience: with at least 6 months of relevant experience

Training: 4 hours of relevant training

Please send the following requirements to recruitment.nrdc@gmail.com

1. Application Letter addressed to:

*The Officer-In-Charge
Natural Resources Development Corporation
9th Flr, 1515 DENR by the Bay Building, Ermita, Manila*

2. Resume
3. Personal Data Sheet