



## JOB DESCRIPTION

<b>Name:</b>	<b>Position Title: Treasury Assistant</b>
<b>Department: Treasury Office</b>	<b>Reports to: Treasury Manager</b>
<b>Direct Reports: Treasury Manager</b>	<b>Location: Treasury Office</b>
<b>Purpose Statement</b>	
<p>The Treasury Assistant is responsible on a day to day transactions pertaining to cash receipts and banking activities, assisting Treasury Manager, these includes; communication with clients complaints, preparation of reports, maintain financial records and spreadsheets, physical cash counting, resolving discrepancies with cash transactions, reconcile bank deposits against payments. With the ability to remain focused for the extended periods of time.</p>	
<b>Key Result Area:</b>	<b>Duties and Responsibilities:</b>
A. Financial Process	<ul style="list-style-type: none"><li>• Preparation of official receipts to different Molecular Laboratories. (ex. swab, saliva testing, vaccine and membership)</li><li>• Posting/recording of issued official receipts thru templates.(NAV preparation)</li><li>• Updating payment status for Paymongo / Paymaya transactions.</li><li>• Verification and confirmation of payment thru Paymongo Dashboard in terms of online payments.</li><li>• Validates/confirms client's payment thru email and record to the respective G-sheets, in terms of manual booking.</li><li>• Answering phone calls for payment confirmation, queries and requests for official receipts and order confirmation.</li><li>• Prepare daily collection reports and attached the official receipt (blue copy) for audit purposes.</li><li>• Assisting cashier whenever needed.</li><li>• Assist in the cash collections activity.</li></ul>
B. Fund Mgt.- Bank Transactions	<ul style="list-style-type: none"><li>• Checked and confirmed payments to the respective bank statements under Molecular Laboratory Accounts thru G-sheets.</li><li>• Verification of manual payment thru Online banking.(SBC, BDO &amp; Metrobank)</li><li>• Update/record each chapter Molecular Lab. Metrobank's statement of accounts via G-sheets thru Online banking.</li></ul>



C. Other Relevant Tasks	<ul style="list-style-type: none"><li>• Accountable for all bank statements of General Fund and Special Projects accounts, filing and safekeeping.</li><li>• Responsible for the submission of completed documents to accounting such as; digi-banker-social obligation/bank statements and NHQ daily collection reports.</li><li>• Performs other duties and responsibilities as delegated by his or her immediate supervisor within his or her capacity and Philippine Red Cross mandate.</li></ul>
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#### JOB SPECIFICATIONS

**Qualifications/Minimum Education:** Bachelor's Degree

**Personal Qualities and Skills:**

- Average user of Windows Application (Microsoft Office - MS Word, MS Excel and MS PowerPoint)
- Flexibility in a fast-paced work environment, can easily adapt under pressure
- Performing assigned duties and tasks with minimal supervision
- Good management skills

**Work Experience:**

- **Accounting staff**  
Metro-Wide Express Transport Service Cooperative  
June 2019 – November 2020

**Equipment Used:** Computer, scanner, printer, copier, telephone

**Working Environment:** Office Based

**Key Contacts:** PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners

**Core Values:** Focused, Fast, Friendly, Flexible and Forward Looking

**All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.**

Position Holder

Immediate Supervisor's Name

EMILYN ROSE A LEONARDO

Signature over Printed Name and Date

MARCELINA ESPE

Signature over Printed Name and Date