

## HRD-NOV-2024-037 1<sup>st</sup> Posting

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of a **BOOKKEEPER**

**Status: Fixed-term Employee (Contractual)**

**Salary: Job Level 9, Php 833.04/day**

### DUTIES AND RESPONSIBILITIES

1. *Updating of books of accounts such as ledger and schedules.*
2. *Files of Quarterly VAT Returns and Summary List of Sales and Purchases (SLSP) to the Bureau of Internal Revenue (BIR).*
3. *Files of Income Tax Returns, Annual Suppliers List and Annual Supplies List to BIR.*
4. *Updates supplies inventory schedule and supplies ledger card.*
5. *Computes the cost on the Monthly Report of Supplies and Materials Issued (RSMI).*
6. *Assists in the Semestral Physical Inventory of supplies and materials and reconcile the Accounting records with the General Services Division (GSD).*
7. *Updates Property, Plant and Equipment (PPE) schedule and PPE ledger cards.*
8. *Assists in the Annual Physical Inventory of PPE undertaken on the 4<sup>th</sup> quarter of 2024 and in the reconciliation of records between GSD and the Accounting.*
9. *Assists on accounts analysis and document retrieval of prior year transactions subject to COA audit.*
10. *Assists in the preparation of various financial reports as required by various reportorial entities such as BCDA, GCG, COA, GAS, BIR, DOF and SEC.*
11. *Complies Disbursement Voucher (DV) for submission to COA and reconcile records with Treasury Office.*
12. *Serves as record keeper and liaison for FSD to other JHMC departments and to other government and private offices.*
13. *Attend to events and meetings organized by the office.*
14. *Perform other related tasks that may be assigned from time to time.*

### QUALIFICATION STANDARDS

<b>Education</b>	Bachelor of Science in Accountancy/Management Accounting/Accounting Technology or Financial Management
<b>Experience</b>	Bookkeeping for at least 6 months
<b>Training</b>	16 hours of related subject to accounting
<b>Other Requirement</b>	Well versed with Microsoft Office applications particularly MS Excel and MS Word. With good bookkeeping and filing organizational skills and with keen attention to details. Knowledge in Enterprise Resource Planning (ERP) systems is an advantage.

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **10 JUNE 2024** to:

Republic of the Philippines  
Office of the President

**JHMC**

**JOHN HAY MANAGEMENT CORPORATION**  
a member of The **BCDA** Group



Certificate Numbers:  
SCP000466Q  
SCUK004591E

**THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager

John Hay Management Corporation, Special Economic Zone, Camp John Hay, Baguio City

Telephone No. (074) 444-5823 or email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)

Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

Approved by:

**ATTY. MARLO IGNACIO V. QUADRA**

President and Chief Executive Officer