

[HRD-NOV-2024-041 3<sup>rd</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. *Compiles 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 the following to the **Human Resource Division on or before 02 JULY 2024:**

1. Application Letter addressed to:

**THE SELECTION COMMITTEE**  
Attention: Mr. Danny B. Latawan, HR Manager

2. Curriculum Vitae with ID Picture and 3 character references
3. Transcript of Records (*if applicable*)
4. Diploma (*if applicable*)
5. National Bureau of Investigation (NBI) Clearance
6. Certificate of previous employment (*if applicable*)
7. Certificates of Training

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