



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

**1. One (1) Administrative Aide VI – SG 6
(Under Job Order Status; To be assigned at the Office of Accounting,
Alangilan)**

Education: BS Accountancy / BS Accounting Management

Experience: At least one (1) year relevant experience

Expertise: Knowledgeable about bookkeeping, liquidation, computer literate

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepares Check Disbursement Journal (Funds 101, 163 & 164).
- Prepares JEV of ATM Payroll (Funds 101, 163 & 164).
- Files copy of paid disbursement vouchers for CHDJ & JEV of ATM Payroll (Funds 101, 163 & 164).
- Prepares and updates Registry of Allotment & Notice of Cash Allocation (RANCA) for Fund 101.
- Prepares Monthly Alphalist of Payees and Monthly Remittance Return of VAT, Percentage Tax and EWT of suppliers and contractors (Funds 101, 163 & 164).
- Performs other tasks/reports being assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at hrmo.alangilan@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **January 25, 2021 to February 3, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.

**2. One (1) Administrative Aide VI – SG 6
(Under Job Order Status; To be assigned at the Office of Accounting,
Alangilan)**

Education: BS Accountancy / BS Accounting Management

Experience: At least one (1) year relevant experience

Expertise: Knowledgeable about bookkeeping, preparation of monthly alphalist of payees and monthly remittances; computer literate

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepares monthly report of Bank Reconciliation Statements.
 - Prepares monthly reconciliation of Check Disbursement Records (cashier's reports) versus Check Disbursements Journals (accounting's report)
 - Prepares monthly reconciliation of Cash Bank Balances versus the Subsidiary Ledgers versus the Check Disbursements Records (all ending cash balances).
 - Prepares monthly Journal Entry Vouchers and Cash Receipts Journals based on the Report of Collections and Deposits.
 - Prepares monthly Journal Entry Vouchers and Cash Disbursements Journals based on the Report of Checks Issued for the liquidation of the Cash advances made by the Disbursing Officer.
 - Prepares monthly schedule of Adjusted Cash Balances and Cash Balances per Subsidiary Ledgers to be used by the Accountant in the preparation of the Cash Analysis
-
- Prepares monthly schedule of outstanding balances of cash advances of the Disbursing Officer
 - Checks cash advance liquidation documents as to completeness and correctness submitted by the claimant (Funds 101, 163 & 164).
 - Prepares Liquidation Report and Journal Entry Voucher for cash advance
 - Prepares and updates Subsidiary Ledger of cash advances to all Officers and Employees
 - Prepares monthly Check Disbursement Journal and Transmittal List of Liquidation Report and submitted to COA
 - Prepares Status Report of Cash Advances and Aging of Cash Advances to all Officers, Employees and Disbursing Officer
 - Performs other tasks/reports being assigned by the immediate supervisor

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at hrmo.alagilan@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **January 25, 2021 to February 3, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.

3. One (1) Administrative Aide VI – SG 6 (Under Job Order Status; To be assigned at the Office of Accounting, Alangilan)

Education: BS Accountancy / BS Accounting Management

Experience: At least one (1) year relevant experience

Expertise: Knowledgeable about assessment, preparation of statement of accounts, billings, processing of refunds, file management; computer literate

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Assess student's accounts.
- Entertains students' queries.
- Counter-sign clearance of the students.
- Re-assess student's accounts who have scholarships.
- Prepares statement of account and certification of students.
- Prepares billing statement of scholars for submission to sponsors.
- Re-assess/checks and sorts registration forms of students.
- Updates list of enrolled students and their account balances.
- Inputs tutorial fees of students in the Assessment System submitted by different colleges.
- Process refund of overpayments of students.

- Posts payments of sponsors to accounts of student scholar.
- Process promissory notes of students.
- Scans paid disbursement vouchers and ADA of payroll and its supporting documents (Funds 101, 163 & 164).

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Alangilan, Dr. Jessie A. Montalbo**, thru **Engr. Suzette M. Mercado Head of HRMO**, together with your updated resume, transcript of records and other credentials at hrmo.alagilan@g.batstate-u.edu.ph with the subject ATTN: **Application for Administrative Aide VI**. Submission of application is only from **January 25, 2021 to February 3, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1804.