



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. Two (2) Administrative Aide VI (1 Male and 1 Female)
(Under Job Order Status; To be assigned at the Accounting Office - Pablo Borbon)**

Education: Bachelor of Science in Accountancy or Accounting Management

Experience: At least 1 year related experience

Expertise: Preparation of the following: a. Payroll b. Remittances c. Bank Reconciliation; Bookkeeping related; Updated knowledge in current/popular Computer Applications; Good in oral and written English communication skills.

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)
- Prepares monthly reconciliation of Cash Bank Balances versus the Subsidiary Ledgers versus the Check Disbursement 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 Disbursement Journals based on the Reports 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.
- Prepares payroll and payroll register of part-time/guest lecturers.
- Prepares bi-monthly pay slips of part-time/guest lecturers for uploading in the employee's portal.
- Maintains individual ledger of part-time /guest lecturers by posting salaries received, taxes withheld, etc.
- Performs other tasks as may be assigned by the immediate superior.

Duties and Responsibilities:

- Prepares Check Disbursement Journal (ChDJ) for Funds 101, 163, & 164.
- Prepares Journal Entry Voucher (JEV) of payments made thru Advise to Debit Account (ADA) for Funds 101, 163 & 164
- Files copy of paid Disbursement Vouchers (DVs) and ADAs for FUNds 101, 163, & 164.
- Updates daily the Alphalist of Payees from whom taxes are withheld as basis in the preparation of Monthly Remittance Return of VAT, Percentage Tax and EWT for Funds 101, 163, & 164.
- Prepares and updates Registry of Allotment & Notice of Cash Allocation (RANCA) for Fun 101.

- Prepares and updates Index of Payments made to Suppliers and Contractors for Funds 101, 163, & 164.
- Performs other tasks as may be assigned by the immediate supervisor.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.pb@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 03, 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.