



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

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**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) Bookkeeper (Administrative Assistant III) – SG 9  
(Under Job Order Status; To be assigned at the Vice Chancellor for Administration and Finance Office, BatStateU - Lipa)**

**Education:** BS Accountancy or BS Accounting Management

**Experience:** At least 2 years of relevant experience

**Expertise:** General Accounting; Bookkeeping (NC III)

**Salary Grade 9** – (128.07/hour)

**Duties and Responsibilities:**

- Prepares monthly report of General Journals for all funds (101, 163 & 164)
- Prepares monthly Consolidated Trial Balance for all funds (Fund 101, 163 & 164)
- Posts Journal Entries from Check Disbursement Journal, Check Disbursement Journal – Liquidation of Cash Advance, Cash Disbursement Journal, Cash Receipts Journal, and General Journal to Subsidiary Ledger up to General Ledger for Fund 101, 163 & 164
- Prepares monthly Trial Balance per Fund and VConsolidated Trial Balance for all funds (Fund 101, 163 & 164)
- Prepares Monthly Schedules of Balance Sheet accounts except PPE accounts (Fund 101, 163 & 164)
- Prepares Disbursement Voucher (DVs) for Infrastructure Projects
- Prepares Summary of Payments of each Infrastructure projects and monitor all the payments
- Posts all payments of various contractors to the logbook
- Prepares individual Subsidiary Ledger (SL) of various contractors
- Prepares monthly report of Bank Reconciliation Statements
- Prepares monthly reconciliation of Check Disbursement Records (cashier's reports) versus Check Disbursements Journals (accounting'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 Disbursements Journals based in 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

- Prepare Status Report of Cash Advances and Aging of Cash Advances to all Officers, Employees and Disbursing Officer
- Perform other tasks as may be assigned by the supervisor.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU – Lipa, Atty. Alvin R. De Silva**, thru **Ms. Ester M. Iglopas, Head of HRMO**, together with your updated resume, transcript of records and other credentials at [recruitment.lipa@g.batstate-u.edu.ph](mailto:recruitment.lipa@g.batstate-u.edu.ph) with the subject **ATTN: Application for Bookkeeper Administrative Assistant III – VCAF (Lipa Campus)**. 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 1104.