



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 - SG 6

(Under Job Order Status; To be assigned at the Accounting Office, BatStateU - Central)

Education: Degree holder of Bachelor of Science in Accountancy or any related course.

Experience: At least 2 years relevant experience

Expertise: MS Excel and MS Word, Payroll, Payslip, Record keeping, Accounting

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Prepares Payroll for Job Order Employees
- Prepares Financial Data Entry System (FINDES) report for Land Bank
- Preparation of Quarterly Report on Salaries and Allowances (ROSA)
- Preparation of Monthly Honorarium Report
- Consolidates Payroll of Permanent, Temporary, Contractual, and Job Order personnel for uploading to Payslip Generation System and ensures correctness of data to be uploaded.
- Monitor and compile billing invoices/statement of account of utilities / billings.
- Preparation of Itinerary of Travel for drivers
- Preparation of Request for Supplies and Equipment
- Perform other tasks instructed by the supervisor.

Duties and Responsibilities:

- Prepares Disbursement Voucher, Journal Entries and BIR 2306 ad 2307. Routes Disbursement Voucher with complete attachment to Signatories.
- Monitor and prepare Subsidiary Ledger for Externally Funded Scholarship Project Account.
- Compilation of billing invoices/statement of account of utilities/billings
- Checking of Cash Advances documents as to completeness and correctness submitted by the claimant
- Prepare Liquidation Report and Journal Entry Voucher for Cash Advances
- Prepares Status Report of Cash Advances and Unliquidated, Aging of Cash Advances
- Scanning of Disbursement Vouchers and its supporting documents and other files needed.
- Perform other tasks instructed by the supervisor.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI at Accounting Office**. Submission of application is only from **February 04, 2021 to February 13, 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.