



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) Junior Bookkeeper - SG 6

(Under Job Order Status; To be assigned at Auxiliary Services, BatStateU – Central)

Education: Graduate of any business related courses, specifically graduate in Accounting Management or BS Accountancy

Experience: At least with six months experience in office work. Good in oral communications and with skills in public relations. Knowledgeable in the process of Bookkeeping and interpreting financial statements. Have acquired skills in different financial management practices in a business and office environment

Expertise: Acquired skills in financial statement preparations and interpretations and knows how to reconcile accounts with different offices. He/She may be exposed to different financial management practices in a business and office environment.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Reports directly to the Director of the Auxiliary Services – Central Office and updates daily on issues and concerns relative to accounting, financial and budgetary matters.
- Responsible for the record keeping of accounting transactions, reconciliation of accounting records and preparation of financial and management reports as maybe required from time to time.
- Responsible for the analysis of the financial performance of each business projects handled by each constituent campuses and recommend possible strategies and financial management practices to enhance their financial performance.
- Contribute business ideas applicable for resource generation implementation by looking / scouting sources such as government agencies, LGU's private organizations.
- Assist in the preparation of Feasibility Study/ies; formulation of policies and practices that will contribute to boost up the university's financial resources.
- Assist in monitoring the compliance of target activities and work hand-in-hand in the preparation of risk management plan for each business projects implementable to the constituent campuses.
- Any tasks that may be assigned relative to the job.

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 Junior Bookkeeper**. Submission of application is only from **March 30, 2021 to April 08, 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.