



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 Accounting Office, BatStateU – Central)**

**Education:** BS Accountancy / BS Accounting Management

**Experience:** Preferably with relevant experience

**Expertise:** Accounting works, payroll, record keeping.

**Salary Grade 6** – (105.85/hour)

**Duties and Responsibilities:**

- Post Journal Entries to Subsidiary Ledger for Funds 101, 163, 164, and Regular Trust Fund.
- Prepares Trial Balance for Funds 101, 163, 164, and Regular Trust Fund.
- Prepare Schedule of Guaranty / Security Deposits Payable, Advances to Contractors, Construction in Progress, and Prior Years' Adjustments, Trust Liabilities, Due to National Government Agencies, and Other Payables of Regular Trust Fund.
- Prepare Subsidiary Ledger of Cash Collecting Account for each Fund.
- Prepares Check Disbursement Journals and all necessary Recapitulation for Funds 101, 163, 164, and RTF.
- Prepares JEV of ATM Payroll for Fund 101, 163, 164, and RTF.
- Prepare Monthly Alphalist of Payees (MAP) and Monthly Remittance Return of VAT, PT, and EWT, withheld for Funds 101, 163, 164 and RTF.
- Prepares report of depreciation summary of purchased assets for the month and submit the report to the Bookkeeper.

**Duties and Responsibilities:**

- Post Journal Entries to Subsidiary Ledger for Funds 101, 163, 164, and Regular Trust Fund.
- Prepares Disbursement Vouchers of Salaries & Wages, remittances to Pag-Ibig, MPL, Cooperative Load.
- Updating/Monitoring no. of Payment for various loans (MPL, Calamity, UCPB, and GSIS Loans).
- Prepares/computes other benefit of BSU personnel (Maternity Leave Claim, Terminal Leave Benefit, Performance Enhancement Incentive, Clothing Allowance, Performance Based Bonus, Mid-Year and Year-End Bonuses, Monetization, Cultural Allowance, Cash Gift, loyalty Incentive and etc.
- Prepares Financial Data Entry System (FINDES) report for Land Bank.
- Posting for Salaries, Allowances and Honorarium on each individual ledger based on their semimonthly payroll.
- Reconciliation of tax withheld posted to employees Ledger vs. tax remitted to BIR.
- Preparation of compensation tax remittance.

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.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Aide VI**. Submission of application is only from **May 27, 2021 to June 05, 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.