



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

Human Resource Management Office

Batangas State University is seeking application from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

Position	:	Accountant I (Under Job Permanent Status; to be assigned at the Accounting Office)
Salary Grade	:	12 (P26,052/month)
Education	:	Bachelor's Degree in Commerce/Business Administration major in Accounting
Experience	:	None Required
Training	:	None Required
Elibility	:	RA 1080 (Certified Public Accountant)
Expertise	:	Government Financial Analysis and Forecasting; Records and Information Management; Knowledge of Relevant Administrative and Financial Rules and Regulations; Leadership and Management; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; Professional Integrity

Duties and responsibilities

- Checks the accuracy of monthly transactions vis-à-vis reports of checks/ADA issued from the Cashier's Office;
- Prepares monthly report of General Journals of all funds (4 funds);
- Prepares journal entry vouchers for adjustments on month-end reports;
- Prepares monthly consolidated trial balance for all funds;
- Prepares quarterly financial statements for all funds (statement of financial position, statement of comprehensive income, statement of changes in equity, statement of cash flows);
- Prepares comparative financial statements (annual);
- Updates general ledger and subsidiary ledgers (4 funds)
- Prepares Bank Reconciliation (monthly)
- Checks and prepares liquidation reports for all cash advances.
- Prepares status reports of cash advances and aging of cash advance for submission to COA
- Prepares supporting schedules for annual financial statements including, but not limited to the following:
 - ❖ Breakdown/Schedule of Subsidy Income from National Government and Tax Remittance Advice (TRA)
 - ❖ Schedule of BIR taxes withheld and corresponding remittance
 - ❖ Schedule of GSIS, Government and Personal Share and corresponding remittance
 - ❖ Schedule of withholding and remittance of Philhealth contributions
 - ❖ Schedule of withholding and remittance of PAGIBIG contributions
 - ❖ Schedule of Accounts Payable, Accounts Receivable, Other Payables, and Operating Lease Receivable
 - ❖ Breakdown of Guaranty Deposits Payable
- Prepares summary of payments of each infrastructure projects and monitor all the payments
- Checks students assessment every semester and counter-checking of CHED Unifast billing statements
- Perform other related tasks assigned by the immediate supervisor.

Qualified applicants may send the following documents at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Accountant I**

1. Application letter with applicant's signature addressed to:

Dr. TIRSO A. RONQUILLO
University President
Batangas State University



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

Human Resource Management Office

Thru: **Dr. PHILIP Y. DEL ROSARIO**
Chancellor
Batangas State University JPLPC – Malvar

1. Scanned copy of updated resume with applicant's signature / fully accomplished (Notarized/UnderOath) Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Scanned copy of Certificate of Eligibility/rating/license (if applicable);
3. Scanned copy of Transcript of Records (TOR);
4. Scanned copy of Diploma;
5. Scanned copy of other credentials
 - Certificate/s of Seminar/s and Training/s attended; and
 - Certificate/s of Employment (if previously employed)

Kindly combine all the application documents into one (1) PDF file only. Only complete documents will be processed. Submission of application is from **August 12, 2021 to August 22, 2021**.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170.