



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) Bookkeeper - SG 8

(Under Job Order Status; To be assigned Accounting Office, BatStateU –Central)

Education: BS Accountancy / BS Accounting Management

Experience: At least 2 years relevant experience

Expertise: Accounting works such as reconciliation, financial reporting, bookkeeping.

Salary Grade 8 – (124.44/hour)

Duties and Responsibilities:

- Reconcile all problematic accounts in subsidiary ledger, including all the sub-accounts of each subsidiary ledger.
- Monitor and correct erroneous charging of funds.
- Review and ensure the accuracy of trial balances of individual, consolidated, trial balance of Pablo Borbon, Alangilan, Lipa, Nasugbu, and Malvar Campuses whichever may be assigned.
- Prepare quarterly and annual financial statements which include Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Net Assets Statement of Cash Flows and Notes to Financial Statements of individual funds, consolidated funds and Consolidated Central, Pablo Borbon, Alangilan, Lipa, Nasugbu and Malvar Campuses.
- Review and consolidate the FHE Billing, Quarterly Reports and other Financial Reports.
- Assist in the preparation of response to Audit Observation Memorandum issued by COA resident auditor which concerns the Books of Accounts.
- Prepare Financial Forecasts.
- Assist in the preparation of other interim reports required by the management and other stockholders.
- Preparation of PPE Ledger Card of all Property, Plant and Equipment Accounts and Supplies Ledger Card.
- Preparation of Report of Actual Income, Projected Income Comparative Report.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY.

FOR STRICT COMPLIANCE.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Qualified applicants may send their application letter addressed to the University President, **Dr. Tirso A. Ronquillo**, thru **Dr. Irene H. Maralit**, OIC Assistant Director of HRMO, together with your **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at recruitment.central@g.batstate-u.edu.ph with the **Subject - ATTN: Application as Bookkeeper.** **Submission of application is only from December 6, 2021 - December 15, 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.