



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: BS Accountancy, BS Accounting Management

Experience: At least six months relevant experience

Competencies: Accounting works such as reconciliation, financial reporting, and bookkeeping

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

- Prepares payroll, payroll registrar, cash card summary, disbursement voucher for Job Order Employees.
- Prepares Quarterly Report on Salaries and Allowance (ROSA) of University of Top Official and Members of the Board of Regents.
- Prepares payroll for honorarium other than those of the Faculty Members.
- Prepares Itinerary of Travel for Drivers.
- Prepares Request for Supplies and Equipment.
- Maintains record of salary and taxes withheld of Job Order Employees.
- Monitor and maintains Subsidiary Ledger for Externally Funded Projects.
- Maintains and updates Ledger Card for office and other supplies inventory and prepare monthly inventory report.

Duties and Responsibilities:

- Checks the correctness and completeness of documents attached to claims of payment.
- Prepares Disbursement Voucher for Funds 101, 163, 164, & RTF. (Check if the supporting documents are complete: If incomplete, return to the concern and if complete, prepare voucher).
- Prepares Certificate of Creditable Tax Withheld at Source (BIR Form 2307) for taxes withheld on payments made to suppliers and contractors.
- Prepares journal entry for Disbursement Voucher.
- Checks cash advance liquidation documents as to completeness and correctness submitted by the Accountable Officers and Employees and Disbursing Officer.
- Prepares monthly Check Disbursement Journal and Transmittal List of Liquidation Report of Cash Advances submitted to COA.
- Monitors payments of utilities. Compiles billing invoices and statement of account of utilities.
- Scans paid disbursement vouchers and its supporting documents for Funds 101, 163, 164, & RTF.
- Receives incoming documents.
- Encodes in the Documents Tracking System prepared Disbursement Vouchers before forwarding to end-users for their signature.
- Attends/answers to queries of clients (both internal and external).
- Performs other tasks as maybe assigned by the immediate supervisor.

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

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, 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 Administrative Aide VI (Accounting Office). Submission of application is only from January 31, 2022 – February 09, 2022.**

The above positions are for immediate hiring. Terms and conditions of employment will be discussed during the interview. For additional information you may also call 980-0385 local 1104.