

[NOV-100319-18 2<sup>nd</sup> Posting](#)

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of an **ACCOUNTING ASSISTANT**  
Status of Employment: **PROJECT BASED**

**DUTIES AND RESPONSIBILITIES**

1. Determine the supporting documents of prior year's Accounts Receivable including reconstruction of subsidiary ledgers.
2. Reconciliation of Accounts Receivable and Accounts Payable.
3. Determine the supporting documents of prior years' Accounts Payable including reconstruction of subsidiary ledgers
4. Recommends necessary adjusting entries to the Accountant
5. Reconciliation and Reconstruction of Car Plan ends 2019.
6. Performs other functions assigned from time to time.

**QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's degree relevant to the job.
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	8 hours of relevant training

All interested applicants are requested to submit their Application Letter and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **29 October 2019** to:

**THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation  
Cottage 624, John Hay Special Economic Zone  
Camp John Hay, Baguio City  
Telephone No. (074) 444-5823  
Or email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)  
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**APPROVED FOR EXTERNAL POSTING:**

**ALLAN RAZON GARCIA**  
President and CEO