



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

JHMC is in need an **Accounting Assistant**

Status of Employment: Fixed-term

JOB SUMMARY

Responsible and accountable for the reconstruction of documents for accounts payable and accounts receivable.

GENERAL 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 of Car Plan.

QUALIFICATION STANDARDS:

Education : Bachelor of Science in Accountancy or any related course

Experience : Preferably, with at least 1-year experience in Bookkeeping (Government or Private

Skills : Must be computer literate, especially in Microsoft Excel

All interested applicants are requested to submit their **Application Letter** indicating the position/s you are applying for, **Diploma, Transcript of Records, NBI Clearance, and Comprehensive Resume with ID Picture**, on or before **12 July 2017 to:**

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HRD Manager
John Hay Management Corporation
Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
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John Hay Management Corporation
a member of the BCDA Group

HRD-ADS-2017-09

Approved for External Posting by:

Mr. Allan R. Garcia
President and CEO