

Reference No: *HRSD-ADS-2018-08*

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 hectare more or less.

JHMC is in need of a **BOOKKEEPER**

Status of Employment: **Fixed-term**

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. *Assists in the updates of the General Ledger, Subsidiary Ledgers, Stock Ledger Cards, PPE Ledger Cards and other monitoring records and schedules;*
2. *Prepares the Monthly Value Added Tax (TAX) Returns and Quarterly VAT Summary List of Sales and Purchases (SLSP) for submission to BIR;*
3. *Files Income Tax Returns, Semi-Annual Supplies List and Annual Supplies List to BIR;*
4. *Computes the cost on the Report of Supplies and Materials Issued (RSMI);*
5. *Updates supplies inventory master list and supplies ledger cards;*
6. *Assists in the Semestral Physical Inventory of supplies and materials and reconcile the Accounting records with the General Services Division (GSD);*
7. *Updates Property, Plant and Equipment (PPE) to be undertaken on the 4<sup>th</sup> quarter of 2018 and in the reconciliation of records between GSD and Accounting;*
8. *Assists on accounts analysis and document retrieval of prior year transactions subject to COA audit;*
9. *Assists in the preparation of various financial reports as required by various reportorial entities such as BCDA, GCG, COA, BIR and SEC;*
10. *Serves as record keeper and liaison for FSD to other JHMC departments and other government and private offices;*
11. *Performs other related duties assigned from time to time.*

#### **QUALIFICATION STANDARDS:**

- Education** : Bachelor's Degree in Management Accounting, Accountancy or other related fields of study
- Experience** : None required
- Training** : None required
- Skill/s** : -Well versed with Microsoft Office Applications specially Excel and Word  
-With good analytical skills

All interested applicants are requested to submit their Application Letter, Transcript of Records, NBI Clearance and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before 14 May 2018 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)  
Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

Approved for External Posting by:

  
**ALLAN R. GARCIA**  
*President and CEO*