

NOV-010522-02

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 a **BOOKKEEPER, Job Level 8, PhP 678.20/day**  
**Status: Fixed-term Employment**

**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 (VAT) Returns and Quarterly VAT Summary List of Sales and Purchases (SLSP) for submission to BIR;*
3. *Files Quarterly and Annual Income Tax Returns (ITR), Semi-Annual Suppliers List and Annual Supplies List to BIR;*
4. *Computes the cost on the Monthly 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 records of Accounting with the General Services Division (GSD);*
7. *Updates Property, Plant and Equipment (PPE) master list and PPE ledger cards;*
8. *Reconcile the records of the 4<sup>th</sup> quarter 2021 result of Annual Physical Inventory of PPE of GSD and the Accounting;*
9. *Assists in the preparation of various financial reports as required by various reportorial entities such as BCDA, GCG, COA, BIR, DOF and SEC;*
10. *Assists in the preparation of various financial reports as required by various reportorial entities such as BCDA, GCG, COA, BIR, DOF and SEC;*
11. *Assists on accounts analysis and document retrieval of prior year's transactions which is the subject of COA audit such as the AOM No. 2020-11 on Adjustment of Records from 2003 and above;*
12. *Assists in the compilation of Disbursement Vouchers (DV) for submission to COA;*
13. *Serves as record keeper and liaison for FSD to other JHMC departments and to other government and private offices;*
14. *To perform other functions that may assigned from time to time.*

**QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree in Management Accounting, Accountancy or other related field of study.
<b>Other Requirement</b>	Well versed with Microsoft Office applications specially Excel and Word. With good accounting and analytical skills.

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **10 JANUARY 2022** to:

**THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation, 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)

**EXTERNAL POSTING:**

Approved by:



**ALLAN RAZON GARCIA** 05-JAN-2022  
OPCEO-0017  
President and CEO