

[NOV-052522-39](#)

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**  
Salary: **Job Level 8, PhP 678.20/day**  
Status: **Project-based Employment**

### DUTIES AND RESPONSIBILITIES

1. *Validate the authenticity and locate the supporting documents of dormant and current Accounts Receivable (AR), Disallowances and other receivable accounts with unreconciled balances, including reconstruction of their Subsidiary Ledgers.*
2. *Send demand letters to all debtors with outstanding AR and disallowances accounts.*
3. *Preparation of supporting documents for the Request for Write-off of Accounts Receivable from COA until all uncollectible accounts are written off.*
4. *Reconstruct the Subsidiary Ledgers of the 2008 and below records of the Provident Fund to determine the amount still due to the previous employees with outstanding loans and to refund to JHMC the employer's share as disallowed under COA's audit findings.*
5. *Locate supporting documents of prior years' Accounts Payable (AP) and other liability accounts including reconstruction of subsidiary ledgers to establish validity of the recorded liabilities.*
6. *Assists in the preparation of various financial reports as required by various reportorial entities such as BCDA, GCG, COA, BIR, DOF and SEC.*
7. *Assists on accounts analysis and documents retrieval of prior year's transactions which is the subject of COA as the OAM No. 2020-11 on Adjustment of Records from 2003 and above;*
8. *Other duties assigned from time to time.*

### QUALIFICATION STANDARDS

<b>Education</b>	<i>Bachelor's Degree in Accountancy</i>
<b>Other Requirement</b>	<i>Well versed with Microsoft Office applications specially Excel and Word. With good financial records and analytical skills.</i>

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 **30 May 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**  
President and CEO

25-MAY-2022  
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