

[NOV-062722-50](#)

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 **FINANCE ANALYST**

Salary: **Job Grade 11 Step 1, PhP 46,725.00**

Status: **Plantilla**

Note: **Fixed-term and Project-based Employees are welcome to apply**

DUTIES AND RESPONSIBILITIES

JOB SUMMARY

Responsible in assisting the Accountant/ *Finance Manager* in establishing and maintaining the financial records in the JHMC corporate book of accounts, ensuring that these are in accordance with generally accepted accounting and auditing practices.

GENERAL DUTIES AND RESPONSIBILITIES

1. *Verify bank deposits vis-a-vis bank statements and prepare monthly bank reconciliation statements*
2. *Review supporting documentary requirements to disbursement vouchers for completeness and accuracy of declared amounts, and recommend necessary revisions or additional supporting documents if warranted*
3. *Prepare relevant Journal Entry Vouchers and working papers for attachments to Financial Statements*
4. *Review supporting documentary requirements to liquidation reports and recommend approval to the Accountant.*
5. *Maintain corporate books of accounts namely, General Ledger and Subsidiary Ledger with supporting documents*
6. *Ensure accurately prepared billing statements and timely issuance thereof*
7. *Ensure accuracy and timeliness of periodic BIR remittances for taxes withheld on salaries and wages, purchased goods and services, etc.*
8. *Ensure accuracy of Alphalist schedules on withheld taxes on salaries and wages and purchased goods and services for submission to BIR*
9. *Ensure consistency of accounting and budget book entries*
10. *Reconcile financial statements accounts, as required i.e., but not limited to: Property, equipment and supplies, Accounts Receivables and Accounts Payables*
11. *Performs other functions that may be assigned from time to time.*

QUALIFICATION STANDARDS

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|-------------------|--|
| Education | <i>Accountancy, Commerce or Business Administration major in Accounting or Finance</i> |
| Experience | <i>2 years' experience relating to budgeting/accounting or finance</i> |
| Training | <i>16 hours of relevant training</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 **04 July 2022** to:

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HR Manager

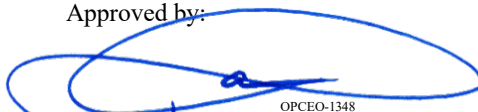
John Hay Management Corporation, Special Economic Zone, Camp John Hay, Baguio City

Telephone No. (074) 444-5823 or email us at: mgmt@jhmc.com.ph

Visit our website at: www.jhmc.com.ph

EXTERNAL POSTING

Approved by:



OPCEO-1348
ALLAN RAZON GARCIA
President and CEO