

[NOV-070523-023 3rd posting](#)

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**  
Salary: **Job Level 8, PhP 678.20/day**  
Status: **Fixed-term Employee**

**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. Assists in the preparation of the Monthly Value Added Tax (VAT) Returns and Quarterly VAT Summary List of Sales and Purchases (SLSP) for submission to BIR.
3. Assists in the filing of Income Tax Returns, Semi-Annual Suppliers List and Annual Supplies List to BIR.
4. Assists in the computing the cost on the Report of Supplies and Materials Issued (RSMI);
5. Assists in the updating of 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. Assists in the updating of Property, Plant and Equipment (PPE) master list and PPE ledger cards;
8. Assists in the Annual Physical Inventory of PPE to be undertaken on the 4th quarter of 2021 and in the reconciliation of records between GSD and Accounting.
9. Assists on accounts analysis and document retrieval of prior year transactions subject to COA audit.
10. Assists in the preparation of various financial reports as required by various reportorial entities such as BCDA, GCG, COA, BIR and SEC.
11. Serves as record keeper and liaison for FSD to other JHMC departments and to other government and private Offices.
12. Performs other duties assigned from time to time.

**QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree in Management Accounting, Accountancy or other related field of study
<b>Skills</b>	Well versed with Microsoft Office applications specially Excel and Word. With good accounting 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 July 2023** 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)

Approved by:

  
**ALLAN RAZON GARCIA** 06-JUL-2023 OPCEO-2023-1267  
President and CEO