

HRD-NOV-2025-068

29 April 2025

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 is in need of:

Position	ACCOUNTING ASSISTANT
Employment Status	Project - Based Employment
Salary	Job Level 9, Php 833.04/day

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Accountancy, Management Accounting or any related course in Accounting</i>
Experience	<i>At least 1 year related experience</i>
Other Requirement	<i>Well versed with MS Applications especially Excel and Word. With good financial analytical skills.</i>

GENERAL 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 settled.*
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 and update Subsidiary Ledgers of prior years' Accounts Payable (AP), Trust Liabilities including the Provident Fund and other liability to establish validity of the recorded liabilities.*
6. *Assists on accounts analysis and document retrieval which is the subject of CIA audits findings.*
7. *To assist other required compliance on the recommendations on audit findings from COA, BIR, Internal Audit and other validating agencies.*
8. *Attend to events and meetings organized by the office.*
9. *Performs other related functions as may be assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 06 MAY 2025:**

1. Application letter
Addressed to the: President and CEO Manjit T. Singh Reandi
Attention: HR Officer Avigale C. Villanueva
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. **Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses** and **contact numbers**
6. Transcript of Records and/or Form 2316 (for High school graduates)
7. Copies of Training Certificates (2024 – 2020)

For inquiries, please email: avigale.villanueva@jhmc.com.ph

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law