

WE ARE HIRING ACCOUNTING SPECIALIST

DEADLINE : 15 JULY 2025

HRD-NOV-2025-136

Job Level 9, PhP 833.04/day
Fixed-based Employment

Qualification Standards

Education: Related Bachelor's Degree

Experience: *None required, but a related experience is an advantage.*

Training: *None required, but a TESDA National Certificate in Bookkeeping is an advantage*

Other Requirements: *Strong attention to detail; Computer literacy (Microsoft Excel, Google Applications)*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 15 JULY 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any)

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers

PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable

6. Transcript of Records and/or Form 2316 (for High school graduates)

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

General Duties and Responsibilities

1. Assists in the preparation of financial reports for BCDA under the BCDA Policy No. 103-2 re Financial Oversight Over Subsidiaries.
2. Assists in the preparation of periodic Financial Statements (FS) and other Annual Financial Reports (AFR).
3. Prepares special financial reports as required by Management or other oversight bodies.
4. Assists in monitoring compliance with reportorial requirements of various oversight and governing bodies, such as but not limited to GCG, DOF, and BCDA.
5. Assists in the preparation of monthly and other periodic reports for the Cost-Sharing Agreement.
6. Performs other related functions that may be assigned from time to time, such as but not limited to:
 - a. membership and active participation to special Committees created by Special Order from the President and CEO;
 - b. active participation to all Corporate official activities where show of unity of JHMC is demonstrated; and
 - c. other related tasks.

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