

# WE ARE HIRING ACCOUNTING SPECIALIST

DEADLINE : 11 AUGUST 2025

HRD-NOV-2025-153

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 11 AUGUST 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. Validates the authenticity and locates the supporting documents and current Accounts Receivable (AR), Disallowances, and Other Receivable accounts with unreconciled balances, including reconstruction of their Subsidiary Ledgers.
2. Sends Demand Letters to all debtors with outstanding AR and disallowance accounts.
3. Prepares supporting documents for the Request for Write-Off of AR from the Commission on Audit (COA) until all uncollectible accounts are settled.
4. Reconstructs 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. Locates supporting documents and updates Subsidiary Ledgers of prior years' Accounts Payable (AP), Trust Liabilities, including the Provident Fund and other liabilities to establish validity of the recorded liabilities.
6. Assists on accounts analysis and documents retrieval which is the subject of COA audit findings.
7. Assists other required compliances on the recommendations on audit findings from COA, Bureau of Internal Revenue (BIR), Internal Audit, and other validating agencies.
8. 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*