

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 an **ACCOUNTING SPECIALIST**

Job Level: **JL 10 (Php 1,025.83/ day)**

Employment Status: **Fixed-Term Employment**

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the Human Resource Division (HRD) on or before **13 JANUARY 2026**:

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 (Photocopy)
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS)
6. Transcript of Records and/or Form 2316 for High School Graduates (Photocopy)
7. Copies of Training Certificates (2024 – 2020)

#### **QUALIFICATION STANDARDS:**

<b>Education</b>	Preferably Bachelor's degree
<b>Experience</b>	None required, but a relevant experience in budgeting, accounting, auditing, or financial management and related experience with the Government is an advantage
<b>Training</b>	None required, but a TESDA National Certificate in related specialization is an advantage
<b>Other Requirement/s</b>	Analytical thinking, attention to details, and proficiency in Microsoft and Google applications

#### **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 the validity of the recorded liabilities.*
6. *Assists with accounts analysis and documents retrieval, which is the subject of COA audit findings.*
7. *Assists with 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 a 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.***