

(as of November 11, 2021)



Bulacan State University
Invites applicants for:
(1) EBJO – Accounting Clerk
Central Accounting Office
(Main Campus, City of Malolos Bulacan)

QUALIFICATIONS:

- Graduate of BS Accounting or BSBA
- Has the knowledge and experience of accounting work
- Computer literate

DUTIES AND RESPONSIBILITIES:

- Scans, encodes, compiles, and transmits all disbursement vouchers, payrolls, and ADA submitted by the cashier's office to COA
- Prepares Summary of Collection and deposits
 - Checks Official Receipts issued by the Cashier's Collecting Officers
 - Verifies the correctness of the collection report submitted by the cashier's collecting officers against the data in the computerized enrolment program
 - Checks and summarizes the deposit slips into different trust liabilities account
- Prepares application and renewal of bond of accountable officers

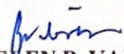
Note: Everyone is encouraged to apply, regardless of gender, age, disability, civil status, ethnicity, religion, etc. (Pursuant to existing Philippine Laws).

1. Application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture**.
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph (if applicable)
4. Performance rating in the last rating period (for private companies/institution) / IPCR for government
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar/Certificates attended for the last five (5) years
 - Certificate of Board of Ratings/Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer

Qualified applicants are advised to send their application with the aforementioned documents to chrmo.recruitment@bulsu.edu.ph. **Deadline of application is until November 21, 2021.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

Note: HRMO is strictly taking precautionary measures and will be doing the hiring process online.


HELEN P. VALENTIN
Supervising Administrative Officer
HRMO