



Bulacan State University

Invites applicants for:

(1) EBJO ACCOUNTING EXTERNAL CLERK

Main Campus

(Malolos City, Bulacan)

QUALIFICATIONS:

Education: Graduate of BS Accountancy or BSBA
Experience: N/A
Skills: Proficient with MS Office
Others: With good communication skills and meticulous attention to details

DUTIES AND RESPONSIBILITIES:

- Acts as liaison officer and remit cheques to different agencies (SSS, PhilHealth and Pag-Ibig).
- Prepare disbursement vouchers, remittance list and other documents for SSS, PhilHealth, Pag-Ibig, BSU MPCI, BSU AIA, BSU NAPA Fund and BSU Faculty Fund of EBJO Clerks and Part-Timers.
- Prepare remittance list for the Professional Tax of the employees of External Campus.
- Maintain and update subsidiary ledger of the deductions (SSS, PhilHealth, Pag-Ibig, MPCI, NAPA Fund, Faculty Fund and AIA).
- Maintain and update subsidiary ledger of property, Plant and Equipment.
- Perform other related duties that may assign.

ALL APPLICANT MUST CONTAIN THE FOLLOWING DOCUMENTS:

1. Application letter addressed to the University President **Dr. Cecilia N. Gascon**
2. Comprehensive Resume with one (1) **Recent passport-sized picture**.
3. Photocopy of the supporting documents: (Original copies shall be presented for validation) of the following documents:
 - 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

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

Qualified applicants are advised to send their application with the following documents to hrmo.external@bulsu.edu.ph.

Deadline of application is until October 10, 2022

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

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


MARIA ROSALIE M. MENDOZA
Head, HRMO-External Campus