



# **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:**

- Records and transmits disbursements vouchers and other documents to different offices, colleges, and departments.
- Records and transmits checks for counter signature.
- Records and transmits purchase orders and other documents.
- Files accounting copy of purchase orders
- Encoding of other professional services on the Individual index payment

### **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](mailto: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