



BENGUET STATE UNIVERSITY

We Are **HIRING!**

APPLICATION REQUIREMENTS:

- Fully accomplished Personal Data Sheet (CS Form No. 212, s. 2025) with Work Experience Sheet and recent passport-sized photo (with name and signature)
- Transcript of Records (OTR) or Certification of Grades (with total units required)
- Certificate of Employment/ Service Record
- PRC License with Board Rating or CSC Eligibility
- Training certificates (post-graduation, within the last 5 years)
- Latest IPCR or performance evaluation
- Certificates of commendation or awards
- Application letter addressed to:

KENNETH A. LARUAN
University President
Benguet State University
La Trinidad, Benguet

REMINDER

Please be advised that submitted/ accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

SCAN TO APPLY



ACCOUNTANT II

BOKOD CAMPUS

PLANTILLA | SG 16 | PHP 45,694 MONTHLY

BSUB-A2-2-1998

MINIMUM QUALIFICATION STANDARD

EDUCATION: Bachelor's degree in Commerce/ Business Administration major in Accounting

EXPERIENCE: 1 year of relevant experience

TRAINING: 4 hours of relevant training

ELIGIBILITY: RA 1080 (Certified Public Accountant)

APPLICATION DEADLINE: UNTIL MAY 18, 2026

Note: If applying for a plantilla position, please indicate the item number, position title, and office in the application letter.

DATA PRIVACY NOTICE

Your Personal data shall be processed in order to initiate the application process. When you are not hired, your personal data shall be removed from the records of the university and all documents returned to you as provided for by the University's Merit Selection Plan. These may be retained for future selection processes only upon your written consent.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expressions, ethnicity, age, physical conditions, and any other characteristics protected by the law.



hrmo@bsu.edu.ph
09683810925
Bsu Hrmo Main



Management System
ISO 50001:2011
www.bsu.com
ID: 9199045498



Times Higher Education
Impact Rankings





BENGUET STATE UNIVERSITY

ACCOUNTANT II

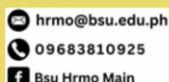
DUTIES AND RESPONSIBILITIES

90%

- Primarily responsible for the operations and transactions of the campus accounting office/ unit.
- Monitors disallowances, receivables, payables, cash advances, and liquidation reports.
- Prepares financial statements and reports.
- Records/ journalizes financial transactions using ENGAS.
- Pre-audits vouchers and certifies the completeness of supporting documents.
- Processes and submits vouchers and other financial documents to La Trinidad Campus.
- Prepares and certifies the correctness of financial reports submitted to BSU La Trinidad Campus, COA, BIR, and other government agencies.
- Examines bank statements and prepares the monthly bank reconciliation statement.
- Summarizes taxes withheld from employees and suppliers, prepares other BIR reports, and submits them to the BIR through electronic/ online or manual means, whichever is applicable.
- Certifies and signs Box B of payrolls and Box C of disbursement vouchers for disbursements charged to the Internally Generated Income (IGI) of the campus.
- Coordinates with the University Chief Accountant, Chief Administrative Officer, and Vice President for Administration and Finance on matters concerning the accounting office.

10%

- Perform other related functions as maybe assigned by the immediatesupervisor or the other proper authorities.



Times Higher Education
Impact Rankings

WURI
The WORLD UNIVERSITY RANKINGS for INNOVATION