



Department of Agriculture

FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

WE ARE HIRING!

Financial Analyst I

(Contract of Service)

Salary Grade 11 (20,754.00)

Finance and Administrative Division

DUTIES AND RESPONSIBILITIES:

1. Assist in the evaluation and reconciliations of Receivables and Payables;
2. Assist in the evaluation/ analysis and reconciliations for Property Plant and Equipment and Inventory Supplies;
3. Assist in the maintenance and reconciliation of Stock Ledger Card for Inventory Supplies;
4. Assist in the maintenance and reconciliation of subsidiary ledger for real accounts;
5. Assist in the preparation and maintenance of Registry of Allotments and Notice of Cash Allocation;
6. Assist in the checking of the completeness of supporting documents of disbursement claims;
7. Assist in the preparation and monthly submission of accounting reports to COA; and
8. Perform other duties that may be assigned from time to time.

QUALIFICATION:

Education : Bachelor's Degree in Accountancy or other related courses

Experience : None required

Training : None required

Eligibility : CPA



hrfparecruitment@gmail.com



<https://fpa.da.gov.ph/>



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REQUIREMENTS:

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 26, 2023.

1. Letter of intent addressed to the **JULIETA B. LANSANGAN**, Officer-in-Charge, Executive Director;
2. Personal Data Sheet can be downloaded at <http://csc.gov.ph/2014-02-21-08-28-23/pdf/files/category/861-personal-data-sheet-revised-2017.html>
3. Photocopy of Eligibility/equivalent rating/license (if applicable);
4. Photocopy of TOR; and
5. Photocopy of Diploma.

Qualified applicants are advised to send their application to:

hfrparecruitment@gmail.com