



Department of Agriculture

FERTILIZER AND PESTICIDE AUTHORITY

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

WE ARE HIRING!

ACCOUNTANT II

(Contract of Service)

Salary Grade 16 (36,628.00)

Finance and Administrative Division

QUALIFICATIONS:

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

Experience : 2 years of relevant experience

Training : 4 hours of relevant training

Eligibility : RA 1080

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 **March 31, 2024, 5:00 PM**:*

1. Letter of intent addressed to the **JULIETA B. LANSANGAN**, Executive Director III;
2. Personal Data Sheet with attached Work Experience Sheet
3. Photocopy of license;
4. Photocopy of TOR; and
5. Photocopy of Diploma.

Qualified applicants are advised to send their application to:

hrrecruitmentcos.fpa@gmail.com



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



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DUTIES AND RESPONSIBILITIES:

1. Assist in the checking of completeness of supporting documents of disbursement claims;
2. Assist in the preparation of Journal Entry Voucher;
3. Assist in the transmittal of BIR remittances;
4. Assist in the monthly submission of accounting reports to COA;
5. Monitor and prepare the monthly cash flows and disbursement report;
6. Check, validate, and reconcile the inventory and property, plant and equipment report;
7. Check, validate, and reconcile cash balances with the cashier and budget;
8. Check, validate, and reconcile balances of subsidiary ledgers of receivables and payables;
9. Perform other related tasks that may be assigned from time to time.



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