

FOR HIRE ANNOUNCEMENT
The Bureau of Agricultural Research is hiring

Position	:	Senior Administrative Assistant I (1 Vacant)
Division	:	Finance Unit
Status of Employment	:	Contract of Service
Salary Grade	:	SG 13 – Php – 25,232.00
Qualification Standard	:	
Education	:	Bachelor’s degree relevant to the job
Work Experience	:	Three (3) year relevant experience
Training	:	Sixteen (16) hours relevant training
Eligibility	:	None required.

Terms of Reference

- Responsible for the updating of inventory ledger account of both the supplies & materials and PPE account;
- Responsible for the preparation of reports of all remittances (e.g BIR, Pag-IBIG, GSIS, and PhilHealth);
- Responsible for the preparation of bank reconciliation of all trust accounts;
- Assist in the conversion of old accounts of the accounting system to e-NGAS through the encoding of beginning balance of all subsidiary ledgers;
- Assist in the encoding of documents with additional compliance for the release of grants to implementing agencies (IAs);
- Responsible for the checking, reconciling, and updating of all BAR-funded projects' accounts of different proponents as well as its liquidation based on submitted audited financial reports (AFRs); and
- Maintain and organize subsidiary ledgers of BAR projects' proponents and its AFRs.

How to apply:

Interested and qualified applicants should fill out the application form: https://bit.ly/DA-BAR_ApplicationForm Deadline of submission of applications is on **February 27, 2023** (Monday).