

JOB OPPORTUNITY !

The Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA) invites qualified applicants for a contracted position:

ACCOUNTS ANALYST

JOB SUMMARY: Monitors/Controls budget allocation for each unit under Other Funds. Records, classifies, analyzes, and prepares financial reports in accordance with established policies, rules and regulations of the Center and donors in order to provide an accurate basis for the financial standing of the Center.

MINIMUM REQUIREMENTS: College Graduate in BSC-Accounting or BS Accountancy with at least 3 years of relevant experience in Accounting.

COMPETENCIES: Knowledge of the basic financial accounting principles and bookkeeping; excellent analytical skills and highly proficient in accounts reconciliation, modification and enhancement of reconciliation processes; proficient in the basic application and implications of tax principles; good oral and written communication, interpersonal, and client orientation skills; proficient in computer software applications (word processing, spreadsheets, database, search engines).

Interested applicants may send application letter and comprehensive resumé with details of work experience, academic records, recent 1x1 photo, and references (at least three with full contact details) to: Head, Human Resource Management Unit, SEARCA, College, Los Baños, 4031 Laguna, or e-mail to jobs@agri.searca.org. Only shortlisted applicants will be notified. For more information on SEARCA, please refer to www.searca.org

Applications will be received not later than 23 July 2010 or until a suitable candidate is accepted/hired.