



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: ACCOUNTS CLERK

JOB SUMMARY:

Responsible for accounting work in Accounts Payable, Receivables, Budgeting, Payroll and assisting in the preparation of documents for Financial Statements

REPORTS TO:

- Senior Accountant and Manager Corporate Services Unit

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

Payroll Functions:

- Preparation of monthly reports
- Process and maintain gratuity payments
- Maintains payroll records
- Handles statutory and other deductions
- Monthly and yearly reconciliation
- TD 4 Preparations
- Preparation of cheques
- Maintains Cash Books

Payable Function:

- Process payments for goods and services
- Process payments for Development Programme
- Prepares monthly reports of expenditure for the Ministry of Finance
- Request for funds Development Programme and Recurrent Expenditure
- Maintains Vote Book of Expenditure, Recurrent and Development Programme

Receivable Function:

- Maintains customer accounts: Invoices, Payments
- Monthly Summary Reports
- Liaising with clients and updating client record books
- General Ledger Postings
- Journal Vouchers
- Monthly Financial Statements
- Depreciation Schedules
- Fixed Assets Register

- Bank Reconciliation
- Assist with preparations of Financial Statements
- Assist with preparation of Estimates of Income and Expenditure

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of Computerised Accounting Systems

SKILLS AND ABILITIES:

- Good report writing and communication skills □ Computer Skills including knowledge of spread sheets and databases

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of five (5) CSEC/CXC/GCE O Levels including English, Mathematics and CAT Level 2 or two (2) A Levels, including Accounts
- Two (2) years' work experience in an accounting environment or any equivalent combination of education and experience