



LAND SETTLEMENT AGENCY

Division : Corporate Services Unit

Position : Accounts Clerk

Job Summary

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

Organizational Relationships

Reports directly to the Senior Accountant, Assistant Accountant and the Chief Executive Officer as necessary.

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

Qualifications, Training and Experience

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