



Junior Accountant

ROLE & CORE FUNCTIONS OF JOB

The Junior Accountant is responsible for carrying out accounting and financial functions of the organization.

KEY FUNCTIONS AND DUTIES

Administrative Responsibilities

- Preparation and maintenance of monthly staff loan schedule and reconciliation with GL sub ledger.
- Monthly reconciliation of the Accounts Payable sub ledger with the general ledger.
- Preparing and entering of monthly Journals and supporting schedules for the finalization of the Financial Statements
- Produce monthly excel schedules for relevant general ledger accounts such as vacation leave accruals /deferred expenses.
- Update daily and prepare monthly reconciliation of Paymaster CSV payment files.
- Review acquisitions in fixed asset clearing account to ensure that only relevant asset/ cost are capitalized in Microsoft Dynamics Accounting.
- Maintain monthly file of the Fixed Assets addition for external audit purposes.
- Assist with the preparation of schedules relating to the Annual Operational and Capital Budget.
- Assist with processing of GCT Withholding certificates and other payable related matters as required.
- Provide research services to the department.
- Preparation of monthly audit schedules for external audit purposes.
- Provide relief Cashiering functions.
- Prepare various analysis projections and projects as assigned.

- Prepare bank reconciliation for FCIB, NCB (local) and BNS small accounts monthly.
- Maintaining the inventory management module for gaming machines seized and returned, reporting on same, performing reconciliations and ensuring proper internal controls and custody.
- Assisting with the monitoring of budget expenses per department.
- Ensures monthly online submission of GCT and 3% Withholding Tax returns.

OTHER DUTIES

- As required

LIAISES WITH

Internally

- All Departments

Externally

- Government Ministries, Financial and other institutions as required.

AUTHORITY

The degree of authority within the scope of the job as delegated and approved by the Director of Finance & Accounts.

QUALIFICATION AND EXPERIENCE

- ACCA level 1 or BSc. in Accounting with four (4) years' Accounting and/or Auditing experience or diploma in Finance and Accounting from a recognized tertiary institution.

REQUIRED COMPETENCIES

The competencies listed are those that the incumbent should have brought to the job or have acquired within six months of operating in the job.

- Experience with computerized accounting systems, specifically account payables.

- Knowledge of accrual accounting practice and principles, with practical experience in updating the general ledger and preparing financial statements.
- Ability to communicate effectively in oral and written format.
- Competence in the use of Microsoft Office Suite (Word, Excel & PowerPoint).
- The ability to work on own initiative, effectively prioritize workload and deliver within deadlines.

PERFORMANCE CRITERIA

This job is satisfactorily performed when:

- Assigned performance targets are achieved.
- Reports are completed and submitted within established timeframe.

WORKING CONDITIONS

Typical office environment, no adverse working conditions.

**Interested persons should submit a resumé and application letter addressed to
the Director of Human Resources & Administration
Email: careersjamaica2016@gmail.com**

Application Deadline: Friday, October 15, 2021

We thank all applicants for their interest, however only shortlisted candidates will be contacted