

## Accounting Assistant

### Job Summary

The incumbent is responsible for providing day-to-day recurring accounting and administrative support. The Accounting Assistant completes non-routine and fairly progressive accounting transactions in support of the general accounting requirements. The position operates under some supervision but enjoys some flexibility, albeit prescribed by accounting policies and procedures. Provides practical day-to-day application of established accounting principles and practices in the Finance Department of the company in the areas of Accounts Receivables and Accounts Payables. The position provides routine technical support to the overall reporting, accounting and strategic role of the Finance Department. The position requires a series of monitoring, analysis and report-generation activities and is designated to provide management with information for decision making purposes. The outputs of the position are defined by clear procedures although direction and guidance may be sought from the Supervisor from time to time.

### Key Responsibilities

- Prepares payments for all goods and services supplied to or arranged by the company, by receiving and checking invoices, preparing check payment vouchers, sourcing approvals and arranging for cheque collections.
- Prepares and verifies instructions for wire transfers, updates loan schedules for payments to banks, and maintains accounting ledgers by verifying and posting transactions to Chart of Accounts.
- Investigates customer queries, verifies customer accounts, checks for invoices on the system and reconciles customer statements to company accounts.
- Enters new suppliers in the system, ensuring that all information is completed, and files all documents.
- Develops accrual schedules for invoices which were not received in a particular month and reconciles monthly statements and related transactions to verify vendor accounts.
- Undertakes such special projects and assignments as may be required by the Supervisor, from time to time.
- If required to be present on the production floor, does so in compliance to all GMP, Food Safety and HACCP guidelines specific to the area.

### Qualifications and Experience

- Diploma; Certified Accounting Technician (CAT)
- Certificate in Payroll and taxation
- Computer Literacy
- Five (5) years in a fast-paced accounting environment
- Knowledge of general office procedures, administrative management as it relates to file management, processing data and designing electronic tools e.g. forms

- Experiential knowledge of accounting and payroll software and applicable accounting principles
- Knowledge of economic and accounting principles and practices, banking and the analysis and reporting of mentioned data
- Knowledge of local applicable Taxation, N.I.S, VAT and compensation laws
- Knowledge of GMP, Food Safety and HACCP guidelines applicable to the Food Processing Industry
- Undertakes all other related tasks, as assigned, that are consistent with the general duties and responsibilities of the position