



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: ACCOUNTS CLERK

JOB SUMMARY:

The Land Settlement Agency is responsible for keeping an account of all its financial transactions in a manner that follows proper accounting practices. The Accounts Clerk is responsible for the execution of accounting work in the functions of 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 and Software ▪ Knowledge of Accounting Practices and Procedures ▪ Knowledge of relevant financial rules and regulations
SKILLS AND ABILITIES:	▪ Proficiency in the use of Microsoft Office Suite ▪ Ability to communicate effectively, both orally and in writing ▪ Ability to use and compose spread sheets and databases ▪ Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines ▪ Ability to work as part of a team. ▪ Ability to establish and maintain effective working relationships with colleagues and the public ▪ Ability to use initiative to find solutions for simple work related issues
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	