

JOB DESCRIPTION

Job Title	Accounting Assistant	Job Reference No.	
Department	Finance	Created / Revised	July 2019
Reports to	Accountant	Staff Supervised	0

Type of position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Intern
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OBJECTIVE: Ensure payments are made within the stipulated timeframe / turnaround time, all expenses under jurisdiction are booked in a timely manner, and to provide reconciliations of General Ledger Accounts in a timely manner

ACCOUNTABILITIES

- Pays vendors and Credit Unions by scheduling and preparing vouchers, cheques, transfers, ACH's or any other relevant modes of payment as requested or prepared; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments. Follow up with respective persons to ensure payments are completed within stipulated timeframe
- Prepares Control sheets for all payments
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Codes data for input to financial data processing system according to company procedures
- Prepares monthly accruals JVs for expenses
- Prepares standard JVs when required
- Responsible for preparation of assigned General ledger schedules and lead sheets.
- Completes disbursement processing and reconciliations for refunds and claims payments made.
- Ensures unspent disbursement listings are accounted for and cleared in a timely manner
- Accounting Assistant Lunch Time Relief
- Responsible for carrying out daily functions of absent Accounting Assistant – Supervisor/ Manager to provide guidance where necessary
- Maintains an organized filing system for all accounting documents
- Assist with year-end Audit as required
- Assist with the preparation of annual plan/budget
- Participate in special projects
- Any other assigned duties

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SKILLS REQUIREMENTS
<ul style="list-style-type: none">• Interpersonal and communications skills• Ability to meet tight deadlines
EXPERIENCE REQUIREMENTS
<ul style="list-style-type: none">• Three (3) years working experience, one (1) of which must be in an Accounting Environment.
EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS
<ul style="list-style-type: none">• Level 1 ACCA, or equivalent qualification.• Computer Literacy-e.g. Microsoft Office <p>* Provision of proof of vaccination inclusive of COVID-19 vaccine(s) and booster shots as applicable.</p>