

JOB DESCRIPTION

Job Title	Accounting Assistant	Job Reference No.	
Department	Finance & Corporate Governance	Created / Revised	Oct. 2024
Reports to:	Senior Accounting Assistant	No. of Staff Supervised	0

Type of position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
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ACCOUNTABILITIES

- Receive premium payments over the counter, through the mail, and through the online banking portal.
- Verify that the necessary/relevant coverage reports or other supporting documentation are attached.
- Batch the premium received as directed and prepare control sheets by product.
- Batch the cash or cheques received and prepare daily lodgments of funds.
- Prepare daily bank balance reports and monthly bank reconciliation statements.
- Reconcile daily lodgment totals with the premium control sheets daily, to include electronic receipts from customers.
- Issue receipts to the policyholders.
- Maintain custody of the petty cash fund.
- Assist with preparing and checking other accounting schedules and filing of accounting documents.
- Prepare receipts journals daily and post them to the general ledger once they are approved.
- Prepare monthly income journals and post them to the general ledger once they are approved.
- Preparation of monthly premium report variance analysis report.
- Prepare the departmental budget variance analysis reports for HR, CEO, and IT Departments.
- Send disbursement notification emails to payees daily.
- Maintain a digital filing system by collating disbursement records and related posted journals in one document.
- Prepare prepayments and General Accounts receivable schedule monthly.
- Perform any other duties as assigned.

SKILLS REQUIREMENTS

- Strong numeracy skills
- Keen eye for detail/ accuracy
- Interpersonal skills
- Computer literate (MS Excel/ Word)
- Oral and written communication skills

EXPERIENCE REQUIREMENTS

- A minimum of two (2) years' experience in a similar position preferably in the Financial Services industry

EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS

- Five (5) CXC/GCE 'O'Level passes including Mathematics, Accounts, and English