

## ***JOB DESCRIPTION***

**POSITION TITLE:** *Accounts Clerk I – Stocks & Sales (Manual Billing)*

**DEPARTMENT:** *Finance & Accounting*

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### **MAIN PURPOSE OF JOB**

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

### **REPORTING RELATIONSHIPS**

Reports to Accounting Supervisor – Stocks & Sales

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **KEY DUTIES AND RESPONSIBILITIES**

These include the following but other duties may be assigned from time to time.

1. Prepares sales invoices for weekly billings based on weekly sales summary by recording the following information and checking for accuracy: product volume prices at the current price list; excise duty and accounting codes in accordance with the Chart of Accounts.
2. Prepares transmittal list for distribution of sales invoices with relevant backup information on billing to all customers.
3. Reconciles weekly sales summary for all the products delivered from the Refinery and Loading Rack to ensure that all the units are correctly recorded.
4. Prepares collections listing to provide General Books with information for collection from customers.
5. Prepares Sales Invoices for all manual-billing customers.
6. Prepares all Journal Vouchers required for month-end closing

7. Manually prepares Montego Bay sales on a Sales Summary from which Montego Bay Loading Rack sales quantities are invoiced.
8. Transfers data from Legacy Sales Systems to SAP's Sales System.
9. Reconciles Legacy Sales account with SAP Sales account.
10. Generally complies with all rules and regulations or guidelines of various policies issued by the company from time to time such as General Administration, Safety, Health and Loss Control.

## **KNOWLEDGE AND SKILLS REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Education / Experience**

- High school education with CXC or GCE ‘A’ Levels, including English Language, Mathematics or Principles of Accounts; or Certificate/Diploma in Accounts.
- Two (2) years related experience and/or training; or equivalent combination of education and experience.

### **Abilities**

- Good communication skills both orally and written.

## **CONTACTS**

### **Internal**

- Logistics & Marketing Department
- Industrial Loading Rack
- General Books Unit of the Accounting Department
- Laboratory

## **PERFORMANCE CRITERIA**

The job is satisfactorily performed when:

1. Sales invoices are prepared weekly by Thursday morning for the previous week’s deliveries.
2. Sales packs prepared and transferred regularly.

3. All reconciliations prepared within five working days of the receipt of the general ledger.
4. Service is provided readily when required.
5. Punctuality in attendance at work and at meetings.

Employee's name:.....

Employee's signature:..... Date:.....

Dept. Manager's name:.....

Dept. Manager's signature:..... Date:.....

Approved by:.....  
Manager, HRD&A  
Date:.....

*HRD – BCS:cl*  
*September 13, 2006*