

JOB DESCRIPTION

POSITION TITLE: *Accounts Clerk II – Stocks & Sales (Computer Billing)*

DEPARTMENT: *Finance & Accounting*

MAIN PURPOSE OF JOB

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records.

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. Calculates month end inventory for Petrojam Ethanol and makes necessary Journal entries.
2. Prepares various statistical information and reports to government agencies like Department of Statistics, Bank of Jamaica, Ministry of Mining & Energy and non-governmental agencies like the United States Embassy.
3. Prepares monthly reconciliation of 153 & 151 Accounts along with adjusting entries.
4. Reconciles 222 Account and prepares adjusting entries on a monthly basis.
5. Reconciles, prepares and adjusts entries of 215025 and 212099 Accounts on a monthly basis.
6. Prepares and books Debit Note for line handling and other charges.
7. Prepares and books Credit Note to Petroleum Corporation of Jamaica for commission (1%) on crude and products on a monthly basis.

8. Books Demurrage charges incurred on imports on a monthly basis.
9. Prepares and makes necessary entries for Bank Reconciliation – BNS Account for Ethanol.
10. Posts monthly entries to reflect month end rate of exchange on the account at BNS (New York), with General Ledger.
11. Computes monthly General Consumption Tax and prepares the returns.
12. Performs all other duties that may be assigned.
13. 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 passes at the GCE ‘A’ Level in Accounts and minimum of three other CXC subjects, including Mathematics
- Certificate / Diploma in Accounts
- One to three 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
- Refinery Production Department
- Technical Services Department

PERFORMANCE CRITERIA

The job is satisfactorily performed when:

1. Prepares all necessary journal entries before the end of three working days of the following month.
2. Prepares all reconciliations and Government reports and statistics within five working days of the receipt of the General Ledger.
3. Provides service readily when required to do so.
4. Compliance with established company policies and rules.
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

*HRD – BCS:cl
September 13, 2006*