

JOB DESCRIPTION

POSITION TITLE: *Accounting Clerk – Foreign Payables*

DEPARTMENT: *Finance & Accounting*

MAIN PURPOSE OF JOB

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records in the Finance & Accounts Department.

REPORTING RELATIONSHIPS

Reports to the Accounting Supervisor – General Books

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. Obtains initial approval from respective department heads and persons who request the service or goods of bills received from suppliers overseas.
2. Maintains records of foreign payments.
3. Handles suppliers' queries, including non-payment.
4. Prepares Journal vouchers in respect of foreign payables to clear prepayments account.
5. Process all utility bills for payment.
6. Prepares Reconciliation of prepayment account.
7. Process vendor down payment in SAP.
8. Maintains and updates records kept for periodic payments (mainly utility payments).
9. Issues cheques twice weekly and processes/transfers payments as necessary.

10. Ensures that all cheque payments are properly approved, supported by approved vouchers/invoices and are prepared correctly.
11. Performs any other duties that may be assigned.
12. 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.

KEY DUTIES AND RESPONSIBILITIES

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' Levels in Accounts and a minimum of three (3) other CXC subjects, including Mathematics.
- Certificate / Diploma in Accounts
- One to three (1-3) years related experience and/or training; or equivalent combination of education and experience.

Abilities

- Good communication skills both orally and written.

CONTACTS

- All Departments

PERFORMANCE CRITERIA

The job is satisfactorily performed when:

1. All invoices are paid within the credit period granted.
2. No delinquency on payments for utilities.
3. Monthly reconciliation of Balance Sheet accounts prepared within five working days of the receipt of the General Ledger.

4. Provides service readily when required to do so.
5. Compliance with established company policies and rules.
6. 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
Updated: May 2008*