

## ***JOB DESCRIPTION***

***POSITION TITLE:***        *Accounting Clerk – Local Payables*

***DEPARTMENT:***         *Finance & Accounting*

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### **MAIN PURPOSE OF JOB**

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

### **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. Codes all invoices and presents them to supervisor for proper approval.
2. Inputs coded invoices to computer.
3. Prints Bank Report and cheques.
4. Protectographs all cheques issued and presents for signature.
5. Responds to all written and telephone inquiries regarding accounts payable promptly.
6. Prepares Accruals (unpaid bills) for month end closing.
7. Prepares journal in respect of Property Tax from quarterly payments.
8. Files invoices by Customer Number.



9. 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**

All Departments

## **PERFORMANCE CRITERIA**

The job is satisfactorily performed when:

1. All invoices are to be paid within the credit period granted.
2. Compliance with established company policies and rules.
3. Punctuality in attendance at work and at meetings.
4. Provides service readily when required to do so.



Employee's name:.....

Employee's signature:.....

Date:.....

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

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

Date:.....

Approved by:.....

Date:.....

Manager, HRD&A

*HRD – BCS:cl*

*September 13, 2006*

*Updated: April 2008*