



## SCHEDULE

<b>Job Description</b>	
<b>Job Title:</b>	Accounts Clerk
<b>Department/Unit:</b>	Finance
<b>Supervisor:</b>	Assistant Accountant
<b>Salary Scale Level:</b>	2
<b>Last Updated:</b>	December 2017
<b>Location:</b>	Belmopan, Cayo

<b>Job Purpose</b>
<p>The Accounts Clerk will provide clerical accounting support and technical backstopping, including compiling financial data, to the Finance Department for the portfolio of projects and programmes as assigned; assist with the day-to-day accounting operations of the Trust and report to the Assistant Accountant. Overall, this position is responsible for supporting the documentation of standard, efficient and effective accounting and financial management processes.</p>

<b>General Job Responsibilities and Indicative Level of Effort</b>
<ul style="list-style-type: none"> <li>• Verification &amp; Administration (35%)</li> <li>• Data Entry (15%)</li> <li>• Financial Review &amp; Analysis (20%)</li> <li>• Report Preparation (10%)</li> <li>• Audit Preparation (5%)</li> <li>• Finance Department Support (15%)</li> </ul> <p>Specific Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• Record all queries/discrepancies in grant reports and forward to the Conservation Investment Department;</li> <li>• Maintain updated financial information from the Conservation Investment Department in the</li> </ul>

accounting system

- Ensure that all fuel invoices related to the projects are charged accordingly;
- Maintain filing of the source documents for the project accounts;
- Ensure that all project related cheque payments are processed and delivered or deposited in a timely manner and all respective officers are informed;
- Assist in producing reports for the Conservation Investment Department;
- Prepare monthly grants payable report;
- Cover for the Assistant Accountant when necessary during long absences;
- Perform assigned clerical support functions;
- Provide administrative support to all ongoing projects with activities such as tracking transfer of funds between accounts, etc.;
- Effectively track and properly refer accounting or documentation problems and discrepancies;
- Keep personnel informed of accounting activities and of any significant problems;
- Provide clerical support to accounting personnel;
- Type accurately, prepare and maintain accounting documents and records;
- Prepare bank deposits, general ledger postings and statements;
- Reconcile accounts in a timely manner;
- Research, track and restore accounting or documentation problems and discrepancies;
- Inform and compile reports/summaries on accounting activity areas;
- Assist in audit preparation;
- Function in accordance with established standards, procedures and applicable laws

## Competency Requirements

To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The requirements that follow is representative of the knowledge, skills and/or abilities required.

### **Education**

- Associate Degree in Accounting or Business Administration

### **Work Experience**

- Three (3) or more years of related work experience

### **Knowledge**

- Above average mathematical knowledge;
- Knowledge of basic accounting principles- Generally Accepted Accounting Principles (GAAP)- and standard accounting practices and
- Ability to prepare basic to intermediate level financial reports and core financial statements such as balance sheets.

**Skills**

- Medium to high level computational skills;
- In-depth technical proficiency using QuickBooks accounting software;
- In-depth technical proficiency using Microsoft Office Suite;
- Very good ability to perform high volume filing processes and record keeping tasks;
- High level of accuracy and attention to detail and
- Excellent ability to meet deadlines.

**Behaviours**

- Analytical;
- Detail-oriented;
- Cooperative;
- Team oriented;
- Dependable;
- High level of initiative and
- Trustworthy.

**Working Environment**

The Accounts Clerk will have his/her own office space and will be equipped with standard office equipment. The position is required to work a standard work week (40 hrs.); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to PACT