

Environmental Protection Agency



Job Description

Job Title: Accounts Clerk

Reports To: Administrative/Finance Officer

Overall Objectives: To provide support and assist to develop systems for effective functioning of the Finance practice of the Agency

Duties and Responsibilities

The Account Clerk will be responsible for:

1. Recheck source documents for any errors.
2. Assist in the preparation of NIS remittance and PAYE
3. Prepare cheques
4. Prepare payroll adjustments
5. Check by reconciliation statements, analysis and payment vouchers
6. Balance and replenish petty cash
7. Prepare deposits
8. Assisting in Budget Preparation
9. Assisting in the preparation of wages and salaries.
10. Ensuring that proper accounting procedures are followed and good records are kept
11. Any other related duties that may be assigned from time to time.

Job Specification:

- Diploma in Accountancy from a recognized institution plus two (2) years relevant experience or CAT level II plus one (1) year relevant experience.
- Excellent oral, written and interpersonal communication skills
- Proficiency in the use of computers
- Knowledge of Quick Book Accounting Tool will be an advantage.

Communication, influence and motivation

He/she will have responsibility for personal interaction with staff of all divisions so should have good interpersonal skills.

Resource Management

He/ she will be dealing with material of a confidential nature

