



JOB DESCRIPTION

Job Title:	ACCOUNTS /PAYROLL CLERK	Reports To:	ACCOUNTING COORDINATOR
Department/:	Accounts	Job Code:	
Salary Frequency:	Monthly	Position Type:	Full-time - Contract
Supervises:	N/A		

Definition

The Accounting/ Payroll Clerk -- is responsible for the timely and accurate processing of accounting transactions and information. The incumbent will also provide accounting support through the processing, analysis, investigation and review of accounting and financial data.

Distinguishing Characteristics

Important and Essential duties:

- Prepares the Payroll of the Organization.
- Prepares Payroll Expenditure Reports and Overtime Analysis (as required).
- Collects, sort and processes accounting documents and information, such as journals, payroll documents, etc. on a daily basis.
- Prepares pension calculations.
- Processes bank deposits.
- Event Reconciliation (maintenance of ticketing records and balancing shows/events).
- Maintenance of petty cash ensuring that the float is properly maintained to meet business requirements.
- Preparation and entry of monthly salary and deduction journals into the accounting system.
- Data Entry re: credit card and petty cash vouchers.
- Prepares adjusting journals and transactions for entry into the accounting system.
- Reviews, enters and processes accounting transactions in the accounting system on a daily basis
- Prepares worksheets and payments for arrears for salary, arrears of allowances, overtime, etc.
- Prepares gratuity payments calculations.
- Resolves all discrepancies associated with information presented with internal departments and/or external contacts.
- Verifies increment worksheets, allowance pay sheets, and any other pay sheets as required.
- Verifies update of pay record cards with relevant personnel information and leave administration etc.
- Prepares statutory deduction remittance payment reports for submission to Statutory Bodies on a monthly basis.
- Prepares salary overpayment recovery calculations and monthly reports on all recoveries.
- Makes internal control improvements and recommendations as required.

- Assist in balancing Pay Record Card annually for the preparation of TD4s.
- Performs any other related duties as requested by the appropriate authority.

Job Related and Essential Qualifications:

Qualifications and Experience

- Training as evidenced by completion of ACCA Level 1.
- Computer Literate in Microsoft Office Suite.
- At least three (3) years' experience in a similar position or in an accounting environment.
- Proficiency in the use of Micropay Software preferred.
- Proficiency in the use of Sage 50 Software preferred.

Preferred Skills

- Knowledge of modern office practices, procedures and to operate standard office equipment.
- Effective communication skills, both oral and written.
- Ability to learn assigned tasks readily and to adhere to prescribed rules and regulations.
- Knowledge of departmental rules and applicable regulations and instructions
- Ability to make arithmetical computations.
- Ability to prepare clear and concise oral and written reports.
- Ability to establish and maintain effective working relationships with other colleagues and members of the public.