



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION**

Accounting Assistant

SJD-2023-0120-F&A

TITLE: ACCOUNTING ASSISTANT	POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
DEPARTMENT: ADMINISTRATION	SECTION: N/A
REPORTS TO: FINANCE AND ACCOUNTS COORDINATOR	SUPERVISES: N/A
INCUMBENT:	LOCATION: SAPA SAN FERNANDO

PURPOSE

Provides support in the management of policies, and documentation of the organization’s financials, provides support in developing the budget of the enterprise including expense reports and reimbursements. Oversees the documentation of financial transactions into internal databases and reconciling invoices. Supports the smooth running of the Administrative department promoting transparency, accuracy, and efficiency in all transactions.

KEY FUNCTIONS

Operational/Technical/Professional:

- Records numerical and financial data to produce financial records in accordance with generally acceptable accounting standards.
- Ensures financial data is entered correctly and accurately to ensure reports that promote effective financial decision making.
- Enters journal entries to debit and credit the organisation’s accounts ensuring accuracy and timely completion.
- Is responsible for accounts payables and receivables and generates relevant accounting duties to ensure the processing of same, accurately, and timely.
- Generates accounting and audit reports for cash receipts, accounts payables and receivables, expenditures, and profits and losses.
- Reconciles and reports differences or issues found in financial records. Escalates and reports on same, to ensure the integrity of the financial system.
- Creates spreadsheets, and updates expense reports to capture financial data in an organized manner and facilitate the analysis of the data.
- Processes reimbursement forms and bank deposits to ensure accurate and timely payment.
- Oversees the provision of support to all users of the Accounts Helpdesk and ensures stellar service to vendors and internal stakeholders.
- Prepares the payroll and submits for approval in accordance with stipulated time frames. Addresses payroll queries and responds to staff in accordance with stipulated time frames.
- Supervises and executes the provision of accounting for Local Services, and Utilities; and ensures that invoices are processed, and payments disbursed in accordance with set time frames.
- Verifies invoices and checks the accuracy of supporting documents, to ensure accurate processing of general ledger accounts and promote cost center effectiveness.



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- Prepares quarterly reconciliations of general ledger accounts to ensure that accurate and reliable information is provided for financial reporting.
- Analyses accounting data, investigates and resolves complex issues related to outstanding invoices and queries, to ensure efficient service to vendors and suppliers.
- Prepares payment proposals to assist in planning and decision making and support effective vendor relationship management.
- Conducts relevant accounting software testing to ensure effective functional operations and workflows.
- Conducts reviews of monthly journals and reconciliations and completes reversals of accruals.
- Prepares memos for voided/cancelled payments and obtains relevant supporting data from relevant units and departments.
- Manages relationships with vendors and suppliers to maintain effective communication and dialogue regarding payments and payment arrangements.
- Liaises with internal stakeholders to discuss cash flow requirements to support vendor payments, follow-up on cheque payments, adjust and submit quarterly reconciliations and resolve queries.
- Participates in quarterly and annual audits and ensures relevant files and documents are available upon request.
- Provides operational data as appropriate for assimilation and for development of the organisation Strategic Plan.
- Administers other established financial, legal and corporate management policies and procedures and monitors compliance by staff with these policies and procedures.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal: Leadership and Management Teams, Sub Committees of the Board, All Departments

External: Government authorities and regulatory bodies, External Consultants.

PERSON SPECIFICATION

Education:

- ACCA Level 2, or Bachelor Degree in Accounting, Finance, or relevant field.

Experience

- A Minimum of three (3) years' work experience in a similar position.
- Experience in the Performing Arts and Tourism industry would be a definite asset.

JOB COMPETENCIES:

Knowledge/Skills

Knowledge of: Financial accounting, Generally Accepted Accounting Principles (GAPP), Budgeting, Financial Planning, Financial Records Management, working knowledge of computerized accounting software, Bank Reconciliation, Expense Reporting, Journal Entries, revenue tax laws, the application of data processing and terminology as it applies to maintaining financial control and accounting records, techniques commonly used in locating errors in accounting records, generally accepted accounting theories, principles, methods, practices, and terminology.

- Communication (oral & written)
- Problem solving



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- Business acumen
- Planning and organizing
- Relationship management
- Teamwork
- Customer service
- Expert User in Microsoft Office Suite

KEY ATTRIBUTES:

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Ability to use applicable information technology and systems to meet work needs.
- Ability to analyze and recommend improvements in human resources, collect, and interpret information, apply criteria, and make recommendations.

WORK ENVIRONMENT

- This job operates in a professional office environment. This role routinely uses standard office equipment.