



**Job Description** – Accounting Assistant - Part-time

**Reports to:** Finance Officer or as assigned

**Job Summary** – *duties and responsibilities may include, but are not limited to, the following:*

To assist the Finance Department in its effective execution of its day to day activities

**Role and Responsibilities**

- Assist in the preparation of monthly financial statements on a timely and accurate basis in compliance with international financial reporting standards (IFRS)
- Assist team members in compiling timely and accurate reports on organisation's finances;
- Assist team members with providing timely and accurate analysis of budgets, financial trends and forecasts;
- Assist in preparing Monthly Budget/Expenditure Report
- Assist with licence fee billings and revenue collection
- Assist team members in the development of and maintaining compliance with financial policies and procedures;
- Cash Disbursement Management and Reporting
- Posting Journal Entries
- Bank Reconciliation
- Reconciling Vendor statements to the Accounts Payable Sub-Ledger
- Recording and maintaining Fixed Assets
- Any other duties assigned relating to job function.

### **Qualifications and Experience**

- Associate's degree in Accounting and minimum of 2 years work experience or
- Currently enrolled in Bachelor's Degree Program (major Accounting) program, preferably in 3<sup>rd</sup> or final year.

### **Knowledge and Competencies Requirements**

- Ability to perform revenue and payable accounting duties proficiently
- Good organizational skills and proficient in Microsoft programs (Excel and Word);
- Strong understanding of accounting policies and possesses strong analytical skills
- Ability to perform in a computerized work environment
- Experience in working in ACCPAC would be an advantage

**END**