



## **Presbyterian Primary Schools Board of Education (PPSBE)**

### **Job Vacancy: Accounting Assistant**

*Contract Employment – Two years*

#### **JOB SUMMARY:**

Assists in maintaining the accounting records and fulfilling the requirements function in accordance with accepted accounting principles and standards, and supplementary PPSBE procedures.

#### **MAIN RESPONSIBILITIES:**

- Monitor, follow up and reconcile all Cafeteria receivables on a daily basis.
- Prepare a monthly report of cafeteria receivables status by the 25<sup>th</sup> of each month for review by the Treasurer
- Reconcile and prepare payment vouchers along with supporting documentation for approval by Treasurer or his/her designate
- Assist with Project accounting
- Verifies and reimburses petty cash
- Maintains cheque register daily
- Prepares invoices, receipts and deposits for banking
- Enters data into the accounting system
- Assist in preparing monthly Bank Reconciliations
- Identifies problems arising from reconciliations and initiates follow-up action necessary to resolve those problems, including preparation of journal entries, where necessary
- Assists with the preparation of monthly, quarterly and annual schedules including audit schedules, and financial reports
- Assist in preparing Annual Financing Statements: eg. Trial Balance, Balance Sheet, Profit & Loss etc., for auditing
- Any other related duties as determined by the Board

#### **QUALIFICATIONS REQUIRED:**

- At minimum have ACCA Level One or higher, or CAT certification with 4 years experience
- A minimum of Three (3) years experience in a comparable function in a computerized accounting environment.
- Experience in the use accounting software will be an asset.
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**Kindly submit your résumé via email to:**

The General Secretary  
Presbyterian Primary Schools' Board of Education  
Position: Accounting Assistant

Our Email address: [ppsbe09@yahoo.com](mailto:ppsbe09@yahoo.com)

Deadline Date: November 10, 2017 by 3pm.