



THE UNIVERSITY OF THE WEST INDIES
MONA, JAMAICA, WEST INDIES

JOB OPPORTUNITY

We invite suitably qualified applicants to fill the post of:

**Accounting Clerk II
The University Bookshop
ATS Group -Grade 7 MPN 101944**

The successful candidate is expected to perform the following duties:

- ✓ Processes all incoming invoices (local and overseas) for payments
- ✓ Monitors and records all payments made by the Bursary to local and overseas suppliers and disburses related cheques/wire transfers accordingly
- ✓ Reconciles all local and overseas suppliers' statements
- ✓ Manages the disbursement and reconciliation of the Petty Cash
- ✓ Liaises with the Bursary to ensure the timely payments of local and overseas suppliers' invoices
- ✓ Liaises with Bursary ensuring pre-payments are cleared when goods are received from local and overseas suppliers
- ✓ Submits monthly reports to the Bursary showing the value of local and overseas invoices submitted for payments

Qualifications and Experience:

- ✓ Five CXC Subjects including English Language, and a numeric subject
- ✓ Working knowledge of accounting procedures and practices
- ✓ At least two years' relevant work experience

Skills and Competencies:

- ✓ Proficiency in the use of Microsoft Office Suite
- ✓ Oral and written communication skills
- ✓ Ability to work on own initiative
- ✓ Confidential
- ✓ Accuracy and attention to detail

Applicants are required to submit an application letter and a resume giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization). These should be sent by electronic mail to hcmd.sed@uwimona.edu.jm addressed to the Campus Registrar for the attention of the Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica. All applications must include the reference number **MPN 101944** in the subject line. The final date for receipt of applications is **May 17, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants. However, only shortlisted candidates will be contacted.

The University of the West Indies, Mona Campus Inspiring Excellence, Producing Leaders

