

Appointment of Accounts Clerk

Position Description

Terms of Reference

1. Responsibilities & Duties
 1. Preparation of cheque vouchers, cheques, credit card payment vouchers and foreign payment vouchers, ensuring creditors are paid in a timely and efficient manner
 2. Prepare bank transfers/payment letters.
 3. Prepare cash receipts and ensure the safe custody of cash and cash equivalents
 4. Post Tourism and IRL invoices to ACCPAC
 5. Post Head Office and IRL cash receipts to ACCPAC
 6. Process petty cash payments for H/O and reimbursements for FS and H/O
 7. Maintain petty cash records
 8. Prepare and submit VAT refund returns
 9. Carryout bank deposits
 10. Post bank deposits to ACCPAC
 11. Prepare and maintain Daily Bank Activity Reports for all bank accounts
 12. Prepare Daily Cash Statements ensuring that same balances with the General Ledger
 13. Prepare Bank Reconciliation Statements for all bank accounts
 14. Assist with the provision of supporting documents for donor financial reports.
 15. Filing – daily
 16. Conduct stock count of all merchandise and maintain stock records
 17. Receive and issue office and cleaning supplies and maintain a record of the stock on hand.
 18. Recheck and analyse charge backs.
 19. Perform any other duties which may be assigned from time to time.