



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

ACCOUNTING ASSISTANT ACCOUNTS PAYABLE

DIVISION: FINANCE

REPORTS TO: ACCOUNTS SUPERVISOR, ACCOUNTS PAYABLE

POSITION SCOPE:

The Accounting Assistant - Accounts Payable, performs a variety of accounting tasks in support of the Accounts Payable function. This includes timely posting of invoices received, processing of payment transactions, the filing and retrieval of supporting documents and reconciliation of assigned vendor accounts.

KEY DUTIES AND RESPONSIBILITIES:

- Entering of payment information for various transactions, in the accounting software system. This includes invoices, rent payments, courier payments, franchise payments, ACH payments and wire transfers. Documents to be date-stamped, signed and filed accordingly.
- Processing of payments – collation of invoices etc., purchase orders, good received notes and other supporting documentation, ensuring that payments are allocated to the appropriate General Ledger (GL) code and processed in keeping with agreed contract terms where applicable. Invoices to be processed in order of age, starting with the oldest invoice.
- Printing of cheques, ensuring signatures per authorized signing limits.
- Updating Cheque Register, including details of cheque number, cheque date, payee, amount.
- Maintenance of registry of all incoming mail, inclusive of invoices, noting due date for payments in keeping with the Corporation's payment terms.
- Prepares security priority mail bags and cheques for franchise delivery, in keeping with specific logging procedures and seals bags securely.
- Files all related documents pertaining to the above duties - i.e. original invoice, copy of purchase order, goods received note, copy of contract and other supporting documents, where applicable. Is also responsible for retention, storage, retrieval and purging of documents as required. Documents to be clearly labeled, to assist with archiving and retrieval.
- Printing and mailing (by email or fax) monthly statements to selected suppliers.
- Resolution of vendor/supplier queries in a timely manner.
- Reconciliation of selected vendor statements against Accounts Payable sub ledger vendor entries.
- Provides support during external audits, including the retrieval and re-filing of documents requested.
- Archives accounting documents at the end of each financial year.
- Adheres to health and safety rules, regulations and guidelines.
- Other related duties.

EDUCATION:

- ACCA Diploma in Accounting and Business or equivalent combination of experience and qualifications

EXPERIENCE:

- At least three (3) year's experience in a similar capacity

ESSENTIAL SKILLS/ ATTRIBUTES:

- Familiarity with accounting software applications. Experience in the use of SAGE 50 will be an asset
- Proficient in the use of Microsoft Excel, Word and Outlook
- Ability to interact with a variety of people in a courteous and professional manner, whilst being firm and diplomatic
- Ability to learn quickly and use initiative
- Ability to adapt to different tasks
- Positive and proactive attitude
- Thoroughness and accuracy
- Good verbal and written communication skills
- Team player
- Trustworthiness and confidentiality

The closing date for applications is **January 31, 2019.**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

General Manager Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago