



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

ACCOUNTS SUPERVISOR - ACCOUNTS PAYABLE

DIVISION: FINANCE

REPORTS TO: FINANCE ANALYST- ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE

POSITION SCOPE:

The Accounts Supervisor, AP coordinates the Accounts Payable function, processing journal entries into various accounts, and reconciling reports and financial data.

KEY DUTIES AND RESPONSIBILITIES:

- Controls Accounts Payable group of accounts
- Records, classifies, and summarizes accounts payable transactions and events in accordance with generally accepted accounting principles
- Oversees the processing of journal entries into various accounts, utilizing the computer-based accounting software package
- Prepares and verifies cheque payments prior to signature by the General Manager, Finance
- Prepares transfers and online payments for approval
- Provides check-listing report of all cheques and payments made for the month
- Liaises with suppliers/other departments to assist with payment enquiries
- Provides information to internal and external customers, explains accounting transactions, resolves accounting issues and discrepancies
- Supervises assigned workforce, monitoring, appraising, motivating and disciplining as required
- Uses spreadsheet applications to assemble, manipulate and/or format data and/or reports
- Monitors and ensures adherence to health, safety and environmental rules, regulations and guidelines
- Performs other related duties that may be required by the job function

EDUCATION:

- ACCA Level 2 or equivalent combination of experience and qualifications

EXPERIENCE:

- At least three (3) years experience in a similar capacity
- Supervisory experience required
- Proficient use of word processing and spreadsheet software applications
- Knowledge of Financial Accounting Systems
- Working knowledge of applicable laws and regulations
- Excellent communication and interpersonal skills
- Capable of multi-tasking and meeting deadlines
- Strong attention to detail
- Trustworthiness

The closing date for applications is **December 04 , 2015.**

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 or email: gmr@ttpost.net