



CAREER OPPORTUNITY

Applications are invited from suitably qualified team members for the under-mentioned position:

ACCOUNTING OFFICER (Level 4)

Minimum Requirement

QUALIFICATION AND EXPERIENCE

- Certification in Accounts
- 4 CSEC Subjects including English Language
- Two (2) years related work experience

PRINCIPAL DUTIES/RESPONSIBILITIES

- Knowledge of Bank Reconciliation Statements
- Working knowledge to identify errors, bank charges, unexplained bank entries and make the necessary adjustments/corrections.
- Ensure that bank charges and stale dated cheques are cleared from the reconciliation statements on a timely basis.
- File bank statements, reconciliation statements and cashed cheques
- Working knowledge of relevant computer application
- Sound knowledge of Accounting Principles and Practices
- Good interpersonal skills

**Submit application in writing no later than
Thursday, July 27, 2023 to:**

**Human Resource Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10
or
email: recruitment@nwa.gov.jm**

**The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.**