



**DEMERARA HARBOUR BRIDGE CORPORATION
NON-MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	ACCOUNTS CLERK	LOCATION:	ASPHALT PLANT
REPORTS TO:	ACCOUNTS SUPERVISOR	GRADE:	03
DEPARTMENT:	FINANCE	SECTION:	-

SUMMARY STATEMENT	Responsible for recording, computing and verifying records related to payments, receipts and other transactions; preparation of salaries and allowances; recording and balancing ledgers; encoding budget narrations and costs for activities related to payroll.
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D U T I E S R E Q U I R E D	J O B R E S P O N S I B I L I T I E S	<p>DESCRIPTION OF DUTIES:</p> <p>COMPILES and SORTS documents, such as invoices, cheques, vouchers, receipts, etc. to substantiate business transactions and ensuring all signatures are present.</p> <p>VERIFIES and POSTS details of business transactions, such as funds received and disbursed, bill payments and sums up accounts. Reconciles assigned bank reconciliation statements on a monthly basis.</p> <p>WRITES up daily receipt ledger and enters financial transactions in accounting and book-keeping records.</p> <p>EXAMINES time sheets and attendance sheets to determine time worked, and prepares salary sheets, including allowances.</p> <p>CHECKS salary and overtime records and calculates allowances and makes deductions according to approved salary directives.</p> <p>ASSISTS in the preparation of payroll and deductions of stipulated income tax schedules for Guyana Revenue Authority and Social Security schedules for National Insurance Scheme and processes related entries.</p> <p>RECORDS transactions in Salaries Ledger and computes a daily balance.</p> <p>UPDATES activity register and spreadsheet and prepares expenditure statements and payroll summary.</p> <p>ASSISTS in the production of monthly and annual financial reports from the accounts, with a view of summarizing and forecasting the company's future growth and financial position.</p> <p>ASSISTS in researching, tracking and resolving accounting problems, issuing and monitoring receipt books, updating and balancing cash books.</p> <p>ENSURES that the cheque dispatch book is signed after the issuance of cheques.</p> <p>COOPERATES with auditor in the conduct of regular fiscal audit of all records and accounts in accordance with standard auditing principles and GOG financial regulations.</p> <p>ENCODES compliance statements, budget narration and cost for various payroll activities.</p> <p>RECONCILES statements from Banks and investigates discrepancies.</p> <p>PERFORMS any other duties which may be assigned by Supervisor.</p>
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The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

QUALIFICATIONS PROFILE

JOB TITLE: Accounts Clerk		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Five (5) GCE 'O' Levels or CXC General up to Grade II; including English Language, Mathematics, Integrated Science, Information Technology, Electronic Data Processing Management. Level 1 ATP, AAT or CAT plus two (2) years' experience in an Accounting environment. Use of database and spreadsheet applications required.
2	EXPERIENCE/ JOB KNOWLEDGE	Skilled Clerical Worker requiring over three years on-the-job experience. Knowledge of accounting procedures and ability to follow standard rules and maintain records with accuracy.
3	TECHNICAL/ PROFESSIONAL	The Incumbent is required to calculate, review credit balances and maintain records. Balances daily batches and reports. Distributes related records to employees as necessary. Reviews paysheets and cheques to ensure figures are correctly posted and that cheques are accurately prepared. Handles pay related queries from employees.
4	PROBLEM SOLVING /DECISION MAKING	The incumbent's decisions relate to the assignment of expenditure codes based on standard procedures. Decisions are made within well-defined parameters, standard practices and adherence to performance standards.
5	INTERPERSONAL	The interpersonal contacts are with employees within the Department and other Departments/Sections of the Harbour Bridge/Asphalt Plant. The purpose is to obtain, clarify or provide information of a routine nature.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for recording, computing and verifying records related to payments, receipts and other transactions; preparation of salaries and allowances; recording and balancing ledgers; encoding budget narrations and costs for activities related to payroll.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Posts entries to the General Ledger from the Cash Book, Petty Cash Book and Journal. Re-checks all entries in subsidiary ledger to ensure that accounts and balances correspond with the controls of Debtors and Creditors and Cost Ledgers. Extracts list of balances from Ledger.
8	TEAMWORK	Works as part of the Finance Team subject to specific directions of the Supervisor. Constant application to standard procedures required to meet deadlines. Works in accordance with Guidelines and Manuals which govern the financial management of DHBC .
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	Activity or condition occasionally exists from twenty-five to fifty percent (25-50%) of the time where the employee is exposed to any of several conditions identified at 1, 2, or 3. The environmental and working conditions are moderate with minimal hazards, demands or stresses and with safe work practices in an office environment. The work area is adequately lighted and ventilated.
LICENCES:		
SIGNATURES:		
PREPARED BY: S.V. JONES ASSOCIATES		DATE:
REVIEWED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____