

WORKS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

ACCOUNTING TECHNICIAN

JOB SUMMARY

The Accounting Technician performs a variety of accounting duties according to the Credit Union's existing procedures, methods and systems. The incumbent receives, sorts, and proofs accounting documents, posts appropriate entries to ledger accounts, prepares reports and bank reconciliations, processes payroll and performs other accounting and clerical duties as assigned by the Manager-Accounts.

MEMBER SERVICE DELIVERY

- Maintains member confidence and protects operations by keeping financial information confidential.
- Provides accurate and timely information to members when requested (verbal, letter)
- Ensures that members' payroll accounts are credited within 48 hours of receipt and ensure its correctly allocated resulting in a zero balance on the clearing account.
- Verifies KYC information and updates information collected on designated software
- Monitors dormant accounts in accordance with the Society's policies and procedures and provides a monthly report to the Manager-Accounts.
- Process all Member Ledger and General Ledger Journals.
- Verifies and processes all standing orders.
- Processes cheques (Accounts Payable) for signatures, where necessary, as instructed by the Manager-Accounts.

AUDITING

- Ensures all transactions are accompanied with the relevant supporting approvals and documentation.
- Provides external auditor with documents and information requested during the semi-annual and annual audits.
- Provides internal auditor with documents and information when required.

FINANCIAL STATEMENT PREPARATION AND ANALYSIS

- Completes specific bank reconciliations in an accurate manner as directed by the Manager-Accounts
- Prepares prepayment calculation and journals monthly.
- Prepares the PPE Register and updates monthly.
- Monitors member's fixed deposit and verifies the accurate generation of interest.

- Calculates staff salaries accurately and ensures the timely and accurate crediting of their required account.
- Calculate statutory payments accurately and remits them on or before the statutory due date

TREASURY MANAGEMENT

- Monitors and verifies the accuracy of entries made to the required GL Accounts.
- Ensures the Treasury Management is accurate and balanced at all times.

COMMUNICATION/REPORTING

- Prepares department's Monthly Activity Reports for submission to the Manager-Accounts.

POLICIES AND PROCEDURES

- Complies with all department and Credit Union's policies and procedures.
- Makes recommendations for policy improvements to best meet member needs and Society's goals.
- Contributes to procedures that ensures continuous service improvement to meet the needs of the members, regulators and other stakeholders.

MISCELLANEOUS

- Report any suspicious activities immediately to the Compliance Officer
- General filing and maintenance of records for the accounting department
- Any other duties or tasks assigned by the Manager-Accounts.

PROFESSIONAL DEVELOPMENT

- To identify and participate in formal and informal professional improvement opportunities on a regular basis as agreed in the personal development plan.

EDUCATION AND EXPERIENCE

- Advanced Level Accounting/Finance Diploma or completion of Level 1 & 2 ACCA and/any other similar qualification OR.
- AAT or CAT certification and/or pursuing Level II ACCA
- Minimum of five (5) years' experience in a Finance or Accounting environment.

REQUIRED SKILLS AND ABILITIES

- Excellent verbal, listening, and written communication skills.

- Excellent analytical skills.
- Experience in the use of Microsoft Office Suite; Microsoft Word, Excel.
- Ability to multi-task and meet stringent deadlines.
- Must be able to work independently and as part of a team.
- Excellent attention to detail with a high level of accuracy.
- Ability to operate under pressure and achieve the assigned targets.
- Excellent organisational skills.
- Focused with an excellent work ethic.
- Excellent time management and data interpretation skills.