

JOB DESCRIPTION

JOB TITLE	Accounting Assistant
DEPARTMENT	Commercial Business Development
UNIT	Commercial
REPORTING TO:	Senior Manager, Commercial Business Development

Summary:

The Accounting Assistant will complete all classification, coding and data entry of source documents, as well as undertake all processes relevant to 'Accounts Receivable' transactions related to the Facilities Department. The incumbent will also have a critical role in the records management function of the Unit.

Education, Knowledge and Experience

- Level I ACCA, CIMA, CPA or CMA
- Basic knowledge of State Financial Regulations
- Proficiency in the use Microsoft of Office Tools and software relevant to job functions (eg. Solomon Accounting Software)

- A minimum of two (2) years' performing similar functions, preferably in a state or quasi-state enterprise

Key Duties & Responsibilities:

- Prepares monthly billings for corporate clients and tenants
- Prepares billings for one-off events and special events as required
- Confirms transaction classification and coding of all sources of income and receipts in accordance with Chart of Accounts
- Undertakes data-entry of all Parkade and IWC Car Park receipts and invoices on the system and balances the system i.e within (2) working days of receipt of invoice
- Enters accounts receivable transactions -. invoices, payments, applications and credit memos (Parkade and IWC Car Parks) in approved format within (1) working day of receipt
- Conducts follow-up; identifies and reports all outstanding invoices (Corporate Customers and Tenants) within (1) working day of observation
- Maintains cheque receipt log and prepares daily cash collection report in approved format
- Reports all transaction discrepancies in agreed format within two (2) working days of receipt
- Generates daily/weekly/monthly/annual or as required report(s) in the approved format and timeframes

- Assists in the performance of records management functions for the unit in accordance with approved procedures
- Reviews source documentation and reconciles payment as it relates to caution and other fees
- Assists with routine administrative duties within the Department as assigned
- Performs any other duties related to the job function as may be assigned

Dimensions and Scope of Role

- Operate within Policies and Procedures of the Corporation
- Operate within national and international accounting standards

Key Behavioral Capabilities

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self confidence and high level of energy; is well motivated to perform with minimum supervision. Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, and credibility in work situations.

Team Player: Works well as a contributing member of a customer focused team; performs role assigned in the interest of the team's success.

Communication: Contributes to discussions; and completes documents in a logical and organized manner; Communicate at all levels as required by job functions

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the business.

Customer Focus: Has a strong understanding of the service requirements and the contribution to the success of the business; Demonstrates a willingness to assist with customer needs

Key Performance Indicators

- Data entry in accordance with approved Chart of Accounts
- No negative feedback from internal and external customers
- All records maintained as per procedures