



ACCOUNTS CLERK (Cashiering) BARATARIA BRANCH

OVERVIEW

The Accounts Clerk is responsible for the processing of general accounting transactions as it relates to record-keeping and will provide support to the Finance Department in accordance with set guidelines.

PRIMARY FUNCTION

- Cashiering for Parts, Service and New car sales.
- Posting suppliers' invoices.
- Posting General Journal entries.
- Analyzing and reconciling General Ledger Accounts.
- Filing and scanning of finance related documents.
- Participating in Stock Counts.

SECONDARY FUNCTION

- Booking of Repair Orders.
- Processing payment voucher and cheque.
- Preparing weekly and monthly debtors' reports and resolving queries.
- Preparing Bank Reconciliation.
- Finalizing sales invoice.
- Prepare Cash Disbursement reports.
- Performing ad hoc duties requested by Management.

EDUCATION & QUALIFICATIONS

- Minimum 1 year experience in a similar role.
- 5 CXC O' Level passes including Mathematics and English.
- 2 CAPE A' Level passes including Accounting or Mathematics.
- Experience in spreadsheet and database applications.
- Pursing ACCA Level 1 or CAT.
- Proficient in Microsoft Office.

HOW TO APPLY

Applications can be sent to careers@toyota-trinidad.com.