



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph
CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

DEPARTMENT OF FINANCIAL AFFAIRS

JUNIOR ACCOUNTANT

JOB SUMMARY

The Junior Accountant fulfills an integral transactional and reporting function. This role requires providing support for daily, weekly and monthly accounting responsibilities regarding reconciliations, and journal entries, in accordance with the Department's timelines. Proficiency in the use of software packages used in the Department is required. Willingness to work non-traditional, flexible schedule as needed. Ability to work with minimal supervision, demonstration of good organization skills and detail-oriented are needed. Consultation with supervisor on important decisions and difficult situations is required. Participates in teamwork activities in the Department and contributes to maintaining the strategic pillars of the university. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The position holder reports to the Chief Accountant, works a 40-hour work week, and may be required to work outside the scheduled workdays and times periodically.

SCOPE

Customer service, accounting and data entry.

DUTIES AND RESPONSIBILITIES

- Prepares / post journal entries, recurring entries and reversing entries.
- Provides support during financial audit.
- Responds to various inquiries regarding financial data.
- Provides support and assists in special projects, giving insightful analysis when needed.
- Attends Department meetings, Finance Division meetings, and committee meetings as appointed.

- Works independently and within a team, makes sound business decisions and manage multiple and competing demands in a fast-paced office environment.
- Provides feedback or reports as required on work responsibilities.
- Assists in training new accounting staff in the Department.
- Protects the organization's value by keeping information confidential.
- Represents the Department in registration, orientations and additional events as needed.
- Participates in team activities.
- Contributes to maintenance of the university's eight strategic pillars of: Spiritual Ethos, Academic Excellence, Financial Sustainability, Quality, Wellness & Well-Being, Commitment, Service, and Growth.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Bachelor's degree in Accounting or ACCA Level 2 from an accredited institution.
- One to three years of accounting experience preferred.
- Competency in MS applications including Word, Excel, SUNPLUS, AEORION and other relevant applications.
- Experience that demonstrates success in managing multiple priorities within a high level, fast-paced environment.
- Experience working in a team.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles and procedures.
- Accurate data entry, calculation and financial analysis skills.
- Strong organizational, interpersonal and problem analysis skills.
- Ability to identify and solve reconciliation information/issues.
- Ability to detect error.
- Ability to operate office machines and other office equipment.
- Ability to meet expected deadlines and schedules.

OTHER REQUIREMENTS

- Critical thinking
- Attention to details
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanor required
- Commitment to the high moral, spiritual and ethical values of the University

Applications should include detailed curriculum vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY *of the* SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt

Applications should be received no later than **September 21, 2022**.

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.