

# ENVIRONMENTAL PROTECTION AGENCY



## **Job Description**

**Job Title:** Accounts Clerk  
**Reports To:** Finance Officer  
**Division:** Administration  
**Overall Objectives:** To provide support for the effective financial functioning of the Agency

## **Duties and Responsibilities**

The Accounts Clerk will be responsible for:

1. Preparing receipts and deposits for EPA and for projects.
2. Updating EPA receipt cashbook both electronically and manually.
3. Maintenance of log book for documents or mails coming in and out of the Finance Unit.
4. Writing up on a daily basis, EPA and projects receipt takings book.
5. Writing cheques vouchers for EPA and projects.
6. Preparing cheques for Wildlife Management Authority.
7. Preparing bank reconciliation statement for Trust Fund account and projects.
8. Filing source documents for EPA and projects.
9. Conducting stock count and preparing quarterly report for same.
10. Maintaining stamp book and replenishing same.
11. Preparing suppliers reconciliation.
12. Updating projects cash books.
13. Photocopying of project documents.
14. Act as an assistant to the Finance Officer.
15. Any other related duties that may be assigned from time to time.

## **Job Specification:**

- Six (6) subjects CXC/GCE or equivalent plus two (2) years experience in a similar position.
- Excellent oral and written communication and interpersonal communication skills.
- Proficiency in the use of computers.
- Knowledge of QuickBooks and experience in a project environment will be an advantage.

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### **Communication, influence and motivation**

Good interpersonal skills are required to enable interaction with staff of all Divisions.

### **Resource Management**

All information in the possession of the Officer pertaining to the Agency is considered confidential and as such cannot be divulged to a third party.

**Accountability**

He/she will be expected to take the initiative to identify and resolve problems and to ensure fair and equitable application of procedures.