



JUNIOR ACCOUNTANT JOB DESCRIPTION

Job Title	JUNIOR ACCOUNTANT
Reports:	Senior Accountant
Direct Reports:	Nil
Job Summary:	Employee in this position processes and reconciles a wide variety of accounting information such as invoices, and journal entries; prepares deposits, compiles and reviews information for accuracy. This position is required to provide general accounting support to the Senior Accountant
Major Duties & Responsibilities:	<ul style="list-style-type: none"> • Responsible for Daily deposits for both restaurants and preparation of Daily sales reports both local and overseas; this includes but is not limited to the processing of payments, invoices, journal entries, reconciling payments to suppliers' accounts, processing of all statutory payments, employee reimbursements, etc. • Responsible for the processing of weekly payrolls. This includes but is not limited to the following: <ul style="list-style-type: none"> - Generation of all payroll related reports - Processing of all payroll related deductions - Generation and distribution of payslips • Responsible for the management of all Credit Card accounts. This includes but is not limited to the following: <ul style="list-style-type: none"> - Data entry of all Visa, MasterCard and American Express receipts and preparation of related monthly reconciliations. - Follow up all outstanding amounts / discrepancies with relevant financial institutions. • Responsible for the management of Trade receivable accounts. This includes but is not limited to the following:

	<ul style="list-style-type: none"> - Processing of all transactions related to Customer charge accounts including the monitoring of prepaid customer deposits. - Recording of customer cash and credit card receipts.
Major Duties & Responsibilities cont'd:	<ul style="list-style-type: none"> - Monitoring and review of all outstanding balances with close follow up as necessary. - Monitor / follow up balances on House accounts • Assist with the preparation of schedules for and participation in all audits including the year-end financial audits • Required to provide relief coverage or fill in for any other positions within the Accounts/Finance Department • Performs any other related duties that is within the scope of the job
Working Conditions	<ul style="list-style-type: none"> • Job will be performed in an office setting.
Performance Criteria:	<ul style="list-style-type: none"> • Will be required to meet various deadlines both internally and externally set by the Accountant/Finance Director. • Must be able to execute work tasks with a high level of accuracy.
Job Requirements:	<ul style="list-style-type: none"> • BSc Accounts or an equivalent qualification • At least two (2) years working experience in a similar. • Computer literacy in Microsoft Office with a high level of proficiency in Excel • Ability to effectively multi-task in order to complete job tasks • Display a high level of confidentiality • To be able to relate to both internal and external customers in a professional manner. • A good working knowledge of Quickbooks Accounting system would be an asset. • A good working knowledge of Paypak or similar payroll package would be an asset.
Prepared:	August 28, 2022
Prepared by:	Finance

Kindly sign below to indicate receipt of this job description. Your job description is subject to change from time to time.

Signature

Date

Print Name