



## JAMAICA TERTIARY EDUCATION COMMISSION

### JOB DESCRIPTION

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<b>JOB TITLE:</b>	Accounting Technician
<b>JOB GRADE:</b>	Level 6
<b>DIVISION SECTION:</b>	Corporate Services
<b>REPORTS TO:</b>	Finance Director
<b>SUPERVISES DIRECTLY:</b>	Not Applicable

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#### **Job Purpose**

Under the direction of the Finance Director, the Accounting Technician is responsible for providing financial and accounting support services, including, collation of financial information, processing and verifying financial transactions; reconciling cash and accounts balances; creating and maintaining financial and accounting files and records; and assisting in the preparation of the annual budget and financial reports to facilitate Jamaica Tertiary Education Commission (J-TEC) in meeting its objectives.

#### **Key Outputs**

1. Accounting files established and maintained
2. Databases established and maintained
3. Reconciliation statements
4. Work plan developed and implemented
5. Required reports presented within the established timeframe

#### **Key Responsibility Areas:**

##### **Technical / Professional Responsibilities**

1. Complies with the requirements of the Government of Jamaica legal, policy and regulatory frameworks (e.g. PBMA, FAA).
2. Analyses and compiles data/information of an accounting and/or financial nature for the purpose of preparing projections, financial statements, budgets, reports and recommendations, for review and action.
3. Processes a variety of accounting information (e.g. invoices, receivables, payroll, purchase orders, etc.) for the purpose of completing financial transactions to ensure timely submissions and settlement.



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4. Verifies financial and accounting information and/or documentation (e.g. requisitions, billings, policies, etc.) for the purpose of reconciling discrepancies and ensuring accuracy and compliance with accounting requirements.
5. Reconciles cash and/or account balances for the purpose of maintaining accurate balances and complying with accounting systems.
6. Creates, organizes, maintains, and updates files and records utilizing database and spreadsheet software, other online applications, and manual systems, for the purpose of ensuring comprehensive and accurate data, compliance with relevant policies and generally accepted principles of accounting.
7. Assists in maintaining documentation for budget, grant reports and special projects.
8. Monitors fund balances and day-to-day expenditures for the purpose of ensuring that allocations are accurate, expenditure is within budget and in accordance with policies and procedures.
9. Collaborates with, and supports the Finance Director in ensuring the achievement of divisional and programme goals and objectives.
10. Assists the Finance Director and divisional managers in the development and revision of the corporate and divisional budgets.
11. Ensures compliance with tax and statutory contributions in keeping with statutory requirements.
12. Responds to enquiries from staff, vendors, contractors, government agencies and other stakeholders, for the purpose of resolving issues, providing information and assisting in interpreting and following proper accounting procedures.
13. Assists in guiding other staff in complying with proper accounting procedures, rules and regulations.
14. Required to perform other related responsibilities that may be assigned from time to time.

**Required Competencies**

1. Effective verbal and written communication skills.
2. Excellent organizing, analytical, time management and problem solving skills.
3. Ability to establish and maintain cooperative working relationships with those contacted during the course of work.
4. Ability to maintain confidentiality and integrity in matters of a sensitive nature.
5. Ability to work independently without close supervision.
6. High level of accuracy and attention to detail.
7. Willingness to assume significant responsibility, ownership and accountability.
8. Practical knowledge of basic procurement procedures.
9. Sound knowledge of the FAA Act.
10. Sound knowledge of the PBMA Act.
11. Knowledge of accounting principles, procedures and practices.
12. Ability to set up and maintain database files to create spreadsheets and other related forms and documents.
13. Ability to monitor and maintain other non-accounting databases critical to J-TEC's mission and purpose.
14. Ability to set up and accurately maintain accounting and financial records.



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15. Proficiency in the use of MS Office software applications including spreadsheets, word processing, presentations and database management.

**Minimum Required Education and Experience:**

- AAT Level 3 Diploma in Accounting or equivalent;  
**OR**
- Associate Degree in Accounting or related discipline from an accredited institution;
- Three (3) years' experience working in the accounts or finance field, performing a wide range of technical accounting functions.

**Specific Conditions associated with the job:**

- May be required to work beyond normal working hours at times in order to meet deadlines

**Validation of Job Description**

This document is validated as an accurate and true description of the job described herein

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Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date