



## **The Jamaica Urban Transit Company Limited**

***seeks to recruit***

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### **Accounting Clerk 1 (Receivables)**

#### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- AAT Level 3 or ACCA Level 1 or equivalent accounting qualifications.
- One (1) year working experience in accounting field or a related discipline.

#### **CORE FUNCTION:**

Reporting to the Senior Accounting Clerk, the Accounting Clerk 1 will be responsible for performing general accounting duties to include but not limited to corresponding with central stores and procurement to ensure that documentation is received to facilitate preparation of costing for all overseas shipments, preparing journal entries, preparing monthly bank reconciliations, assist with maintenance of fixed asset register, and update software with revenue and receivables related transactions.

*The successful candidate should also possess:*

- Proficiency in SAGE 500 ERP (ACC PAC)
- Good time management skills
- Excellent knowledge of accounting principles and procedures
- Proficiency in the use of Microsoft Office Suite
- Excellent oral and written communication skills
- The ability to work on own initiative and must be detailed oriented
- Strong interpersonal skills
- Strong ethical standards and integrity

Applications with detailed resumes should be sent by **February 15, 2022** to:

**“Recruitment”**  
**Jamaica Urban Transit Company Limited**  
**Michael Manley Drive**  
**P.O. Box 575**  
**Twickenham Park**  
**Spanish Town**  
Email: [recruitment@jutc.com.jm](mailto:recruitment@jutc.com.jm)

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