



**The Jamaica Urban Transit Company Limited**

*seeks to recruit*

*a*

**Senior Accounting Clerk- Payables**

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- ACCA Level II or equivalent qualification.
- At least two (2) years related working experience in the accounting field.

**CORE FUNCTION:**

The Senior Accounting Clerk-Payables will be responsible for supervising the accounts payables activities to include but not limited to general ledger reconciliations, month-end accruals and ensuring that all transactions are processed accurately and promptly to facilitate management decision-making.

*The successful candidate should also possess:*

- Excellent knowledge of accounting principles and procedures
- Excellent knowledge of ACCPAC system
- Strong analytical skills and must be detail oriented
- Proficiency in the use of Microsoft Suite
- Excellent oral and written communication skills
- The ability to work on own initiative
- Good human relations skills
- Strong supervisory skills
- The ability to work under pressure
- Excellent time management skills and must be highly confidential

Applications with detailed resumes should be sent by **October 18, 2022:**

**"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)**

*Note: While we thank all applicants for their interest, only short-listed candidates will be contacted.*

**JUTC, YOUR ROUTE TO EXCELLENCE**