



The Jamaica Urban Transit Company Limited

seeks to recruit

a

Accounting Clerk 1 (Half Way Tree Transportation Center)

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Certificate in Business Administration or equivalent qualification.
- At least two (2) years working experience in a supervisory position.

CORE FUNCTION:

Reporting to the Accounting Supervisor, the incumbent among other functions will be required to supervise and participate in computing the total hours worked by non-managerial employees at the HWTTTC, Ashenheim and Lyndurst Road Locations to enable preparation of the monthly and fortnightly payrolls.

The successful candidate should also possess:

- Excellent knowledge of accounting principles and procedures
- Excellent knowledge of ACCUPAY 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 **December 15, 2022:**

“Recruitment”
Jamaica Urban Transit Company Limited
Michael Manley Drive
P.O. Box 575
Twickenham Park
Spanish Town
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