



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

### **Accounting Supervisor**

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

- Bachelor Degree in Accounting/Management Studies with Accounting or Bachelor of Business Administration Degree from an accredited University with at least five (5) years relevant experience
- OR**
- ACCA Level 2 with at least five (5) years relevant experience;
  - Four (4) years working experience in accounts at a supervisory level.

#### **CORE FUNCTION:**

The Accounting Supervisor manages and controls all accounting and administrative activities relating to the Rural School Bus Operation and the JUTC Maxfield location. The role ensures accurate and timely processing of payroll, revenue, inventory, operating costs, and budgets in compliance with established policies and internal controls. The position supports effective cost management and decision-making through reliable financial reporting and analysis, while supervising accounting staff to ensure efficient and auditable financial operations

*The successful candidate should also possess:*

- Functional knowledge of accounting standards
- Excellent knowledge of inventory management
- Excellent leadership skills, exceptional organization, planning and administration skills
- Proficiency in the use of Microsoft Office Suite.
- Experience using SAGE/ACCPAC and HRM2001 software in a professional role
- Analytical mind and excellent problem solving and data analysis skills
- Excellent knowledge of payroll preparation, taxes, and reconciliation
- Excellent oral, written and interpersonal skills.
- The ability to work on own initiative and must be detailed oriented.
- Good human relations skills.
- Excellent time management skills.
- The ability to work well in a team.
- The ability to be flexible and adaptive.
- Strong work ethics and integrity.

**REMUNERATION: Salary \$5,198,035.00 per annum, payable monthly and other related benefits**

Application letter with curriculum vitae should be sent by **March 26, 2026** to:

**Recruitment**  
**Jamaica Urban Transit Company Limited**  
**Michael Manley Drive**  
**P.O. Box 575**  
**Twickenham Park**  
**St. Catherine**  
**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*

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