



The Jamaica Urban Transit Company Limited

seeks to recruit

a

Revenue Clerk (Temporary)

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Certificate in Accounting or Business Administration or equivalent qualifications.
- Two (2) years working experience in accounting field or a related discipline.

CORE FUNCTION:

Reporting to the Revenue Control Administrator, the Revenue Clerk will be responsible for performing general duties to include but not limited to cash analysis, reconciliation of accounts from Smarter Cards External point of sales (POS) locations and preparing accurate statements of all external POS location.

The successful candidate should also possess:

- Sound knowledge of cash security policies and procedures.
- 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.
- Good human relations skills.

Applications with detailed resumes should be sent by **April 21, 2022** to:

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

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