# ACCOUNTING TECHNICIAN

**REPORTING TO:** Chief Financial Officer and/or his designate

**SUPERVISOR TO:** N/A

**POSITION PURPOSE:**

The "**Accounting Technician**" is required to perform activities relating to the management of the revenues and expenditure of the Company.

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**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Performs work involving financial accounting and maintaining financial records.
2. Balances and reconciles accounts and makes necessary corrections and adjustments.
3. Reviews, verifies and processes payment vouchers and ensures correct entry into the accounting system.
4. Assists in the preparation of Annual Estimates of Expenditure.
5. Assists in the preparation of requests for release of funds from the Line Ministry.
6. Maintains records of expenditure incurred on all residential and agricultural projects.
7. Performs a range of related duties as may be required.

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**REQUIRED KNOWLEDGE AND SKILLS:**

- Highly confidential.
- High degree of integrity.
- Proficiency in the use of Peachtree.
- Proficiency in the Microsoft Office Suite.
- Ability to establish and maintain effective working relationships.
- Must be methodical and accurate.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Must be CAT certified.
- A minimum of 2 years' experience in a similar capacity.
- Peachtree certification required.

**Interested parties are asked to submit applications for the above contract position to:**

**The Ag. Chief Executive Officer**
**Estate Management and Business Development Company Limited (EMBD)**
**P.O. Bag 326**
**Couva Post Office**
**or**

**Email Address: applications@embdtt.org**

**Deadline for submission of applications is December 5, 2016**