Child Protection and Family Services Agency
Ministry of Education, Youth & Information

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	Accounting Technician Receivables (Project)
JOB GRADE	5
POST NUMBER	1
DIVISION	Financial Management, Accounting Services
REPORTS TO	Receivables Officer
DIRECT REPORTS	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ _____

Employee **Date**

_____ _____

Manager/Supervisor **Date**

_____ _____

Head of Department/Division **Date**

_____ _____

Date received in Human Resource Division **Date Created/Revised**

STRATEGIC OBJECTIVE OF THE DIVISION

To provide the necessary and appropriate management and leadership of the Agency's budgeting and financial planning and management, to ensure the achievement of the Agency's strategic objectives.

JOB PURPOSE

To review, input and process all receivables for Corporate, Regional and Parish offices as well as Child Care Facilities; and to ensure that all receipts are posted to the Accounting System on a timely basis.

KEY OUTPUTS

- Lodgements accounted for in the accounting system
- Audit Schedules prepared
- Project accounting procedures in place
- Receivables verified

JOB RESPONSIBILITIES

1. Check lodgment slips from outstations checking for completeness and validity of documentation (sequence testing, attachment of lodgment slips) against bank statements
2. Enter receipts in the system and print the unposted ledger for review by the Account Services Manager
3. Verify Receivables General Ledger Account balances
4. Prepare Receivables Audit Schedules
5. Prepare Income Statement
6. Verify Staff Loan balances
7. Prepare Staff Loan Schedules
8. Prepare and maintain the necessary documentation and files for all receipts and payments relating to externally funded projects e.g. UNICEF funded projects, payments from designated donations received for the facilities
9. Prepare, maintain and make necessary adjustment to book entries for all cash transactions, in particular all receipts of the CPFSA (Warrants, Contribution Orders, donations, reimbursements, overseas investigations etc.)
10. Prepare necessary book entries for all payments relating to externally funded projects, e.g. UNICEF, payments from designated donations received for the facilities
11. Provide the necessary data to the Accounting Services Manager regarding invoices being processed for them to maintain proper cash control
12. Assist in preparing special reports required by management or third parties
13. Assist in preparing and updating all necessary audit information, and provide required assistance during audits
14. Handle other accounts receivables related administrative responsibilities as assigned

15. Ensure maintenance of confidentiality and trusting relationships in accordance with the mandate of the Agency
16. Perform other related functions assigned from time to time

PERFORMANCE CRITERIA

- Duties performed are in keeping with the requirements of the FAA Act
- Account Receivables Balances verified
- Audit Schedules prepared
- Receipts checked accurately and within established deadlines
- Bank Reconciliation Statement (deposit Account) prepared
- Key deliverables are produced within agreed timeframes and to required standards
- Confidentiality and integrity are maintained

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Enter receipts from outstations to the accounting system
- Enter invoices in the accounting system

QUALIFICATION & EXPERIENCE

- Bachelor of Science Degree
  Or
- Associates Degree in Accounting AAT Level 3 Certification
- MIND or Government Accounting Level 2, Modules 1-5
- Minimum of two (2) years' related experience
- Experience in the Government sector would be an asset

Or

Any equivalent combination of education and experience

REQUIRED COMPETENCIES

- Basic knowledge of the FAA act and instructions
- Basic knowledge of financial and accounting principles and practices
- Good knowledge of relevant computer software applications
- Integrity and honesty
- Sound customer relations skills
- Good oral and written communication skills
- Must be dependable, courteous and a team player
- Good time management skills - ability to multi-task, and to work under pressure

WORK RELATIONSHIPS

Internally	Externally
All Division Heads; Divisional & Regional Managers/Co-ordinators	Stakeholders (UNICEF and other donors)
Parish Managers	Debtors
Facility Managers	

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work outside normal working hours as necessary to process high transaction volumes and meet critical deadlines