



## POSITION DESCRIPTION AND SPECIFICATION

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POSITION TITLE Accounting Officer

DEPARTMENT Business Office

REPORTS TO President

CORE FUNCTIONS To ensure that the institution's daily accounting functions run accurately and effectively. Daily functions will include financial records updates and reconciling bank statements. Officer will also utilize accounting software programmes to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts.

QUALIFICATIONS

- Post-secondary education in Business or Accounts
- Familiarity with basic accounting procedures

REQUIRED SKILLS

- Mathematics and aptitude for numbers
- High ethical standards and professionalism
- Familiarity with computer accounting technology and software programmes
- Accuracy and attention to detail
- Strong interpersonal skills
- Confidentiality

### DESCRIPTION OF ROLE

1. To establish and maintain an efficient accounts management system
2. To accurately prepare and maintain accounting documents and records
3. To prepare bank deposits, general ledger postings, and statements
4. To reconcile accounts in a timely manner
5. To enter financial transactions in a computerized accounting system
6. To identify and report accounting irregularities/discrepancies to management
7. To maintain established accounting standards and procedures
8. To prepare and provide financial statements for students
9. To prepare institution's accounting procedures for presentation at students' events
10. To liaise with and provide students' accounts to appropriate departments
11. To verify financial transactions with donors, students, and other stakeholders
12. To pursue ongoing training for greater efficiency
13. To process transactions from students and external clients.
14. To perform related functions as may be required.

