


## Job Description

<b>Job Title:</b>	Assistant Accountant-Contract			
<b>Employer:</b>	SOL Guyana Inc.			
<b>Location:</b>	Lot BB Rome (Agricola) Greater Georgetown			
<b>Available to:</b>	No	<b>Current Sol staff</b>	Yes	<b>External Applicants</b>
<b>Reports to:</b>	Accountant			
<b>Subordinates:</b>	None			
<b>Purpose:</b>	Process and Reconcile Accounts Payable and Bank transaction			
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Review coding of all payables documents for completeness.</li> <li>• Check on approval of documents (contract agreements, purchase orders, etc.) for compliance with the Manual of Authorities and company policies.</li> <li>• Keying of all suppliers' invoices, including intercompany charges, and process all payment instruments.</li> <li>• Reconciliation of Vendor Accounts.</li> <li>• Preparation of basic accounting reports as required.</li> <li>• Prepare Bank Reconciliation Reports and clearing same as appropriate.</li> <li>• Liaison with the Customer Service and Sales Departments on Customer payments, balances and reconciliation.</li> <li>• Conduct Finance Audit exercises as assigned.</li> <li>• Filing of Accounting and other Financial Documents.</li> </ul>			

<b>BOLD Behaviours and Values</b>	<p>Be an ambassador and supporter of our BOLD leadership behavior and values.</p> <p>When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team.</p> <div data-bbox="609 262 1307 569">  </div>
<b>Qualification Requirements:</b>	<ul style="list-style-type: none"> <li>• A University Degree in Accounting</li> <li>• A minimum of three (3) years' relevant experience</li> <li>• ACCA knowledge Module (level one) and attempting Skills Module and 3 years' relevant experience.</li> <li>• A valid driver's licence</li> </ul>
<b>Other Competency Requirements:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Great Plains module would be a plus.</li> <li>• Excellent Knowledge of Microsoft Office</li> <li>• Possess ability and initiative to meet deadlines consistently.</li> <li>• Demonstrates enthusiasm and an attitude to work well with others in teams.</li> </ul>