



Position Title: Accounts Clerk

Description: We are looking for an Accounts Clerk to Provide general accounting support including clerical, bookkeeping, and accounting assignments.

Duties:

The selected candidate will perform duties such as:

- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).
- Enters data into accounting software.
- Other duties as assigned.

Qualifications:

The role of requires:

- CXC including: Mathematics, English, and Accounting
- CAT Level 1.
- Minimum of one-year proven experience in accounting.
- Knowledge of computerized accounting systems.
- Proficient user of Microsoft Office, including Excel
- Ability to work in a fast-paced environment.
- Attention to details.
- Strong communication skills.

Strong organizational and planning skills.

Instructions to apply:

1. Interested candidates can submit their Application through <https://bit.ly/36tnl3z> or visit our website <https://www.gysbi.com/careers>

Closing Date: February 10th, 2020