



# NESC TECHNICAL INSTITUTE

## JOB DESCRIPTION AND SPECIFICATION

# Accounts Clerk - Receivables

### JOB SUMMARY

The incumbent is responsible with providing clerical and accounting support for the accounting department. They must maintain accurate records and files, process and mail invoices and payments, type reports, and key data into a general ledger computer system.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Update the Receivables report on a monthly basis.
2. Follow up with the Campus for submission of receipts and registers on a timely basis.
3. Compare the receipts issued by the campuses with the attached deposit slips. Summarize the entries on the relevant excel schedules and journalise the transactions.
4. Reconcile Training Fees Accounts monthly.
5. Assist with the preparation of schedules for the annual audit.
6. Copy documentation for the audit folder as necessary.
7. Assist with the follow up actions from the external auditor.
8. Provide all information with respect to the Receivables to the external auditors.
9. Align the GATE schedule with the GATE subledger for the Vice President-finance.
10. Record receipts once cheques are received from GATE.
11. Validate GATE returns against the submitted GATE batch list and post transactions.
12. Issue invoices to MoE after posting GATE returns.
13. Perform reconciliation of GATE account.
14. Record monthly journal vouchers (JVs) for Point Lisas Industrial Apprenticeship Program (PLIAP) accruals.
15. Review PLIAP letters to ensure table calculations are accurate, prepare invoices and verify grammar/spelling.
16. Proofread PLIAP Agreement Letters for grammar and spelling before submitting to the VP for signature.
17. Record receipts for PLIAP payments received.
18. Adjust accruals via journal entries after billing.
19. Reconcile PLIAP accounts.
20. Verification of PLIAP Financial Statements
21. Verify and post sales invoices, ensuring receipts, invoice dates, amounts and bank details match proof of payment in the Tuition Folder.
22. Verify and post cash receipts, confirming receipt dates, amounts and bank details with proof of payment in the Tuition Folder.
23. Record credit notes and debit notes as required.
24. Record returns and file as necessary.
25. Assist administrative and registry staff with queries regarding GP customer balances.
26. Verify and record credit notes for student dropouts when received from Registry.
27. Reconcile receivables accounts.
28. Record credit card transactions monthly
29. Reconcile bank statements with the general ledger and smart list to identify and correct discrepancies.
30. Post bank deposits.
31. Review material withdrawal forms and delivery notes against the relevant edit list (Main Stores, Mayaro, WFL, Tobago, St. Madeleine, Drilling Academy, La Brea, and Point Lisas).
32. Provide all information with respect to the Receivables and Stipends to the external auditors.
33. Review material withdrawal forms and delivery notes for posting.
34. Compile expense reports and record journal entries. Coordinate with relevant departments to collect the relevant receipts.
35. Prepare quarterly OPR for purchasing department.
36. Other related functions as required.

### QUALIFICATION AND EXPERIENCE

5 CSEC Levels including Accounts. Level I – ACCA, or equivalent would be an asset.

Experience in accounting/ finance would be an asset.

### Attributes

- Accurately assess and analyse large sums of financial data and recommends solutions to problems
- Operate and work both autonomously and in a team environment
- Manage time and tasks
- Knowledge of: Software Applications- Microsoft Suite Applications (Access, Excel, Word,)
- Knowledge of Microsoft Great Plains Accounting, Fixed Assets, Inventory modules or similar software.
- Knowledge of modern office methods and procedures
- Accuracy, judgment, a high degree of initiative, discretion and diplomacy
- Knowledge of major policies and procedures governing assigned programs
- Ability to develop and maintain effective working relationships
- Ability to follow oral and written instructions

- Knowledge of customer satisfaction principles

### **JOB REQUIREMENTS**

- Awareness of the NESC-TI's business/environment
- Operating knowledge of and experience with personal computers and peripherals, and ability to use office software applications (Microsoft Suite)
- Effective time management skills, strong multi-tasking ability and ability to be flexible and adapt to changing priorities

Applications should be labelled

### **“ACCOUNTS CLERK”**

And submitted no later than **2026 May 27<sup>th</sup>** to the following

E-MAIL: [hr@nesc.edu.tt](mailto:hr@nesc.edu.tt)

**UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**