



JOB DESCRIPTION

POSITION TITLE : Financial Accountant

DEPARTMENT : Finance

LOCATION : AMBER CONNECT LIMITED
Suite B11, 53 Lady Musgrave Road,
Kingston 10, Jamaica

1. REPORTING RELATIONSHIPS

Reports to:

- Direct Reporting - ACL Financial Manager
- Supervises [Directly]: - None

2. PURPOSE OF POSITION

The Financial Accountant will ensure that financial accounting transactions are accurately recorded in a timely manner for Amber Connect Limited (ACL) in compliance with Generally Accepted Accounting Principles (GAAP), Corporate policies and external audits. This person will appropriately record and manage record financial and operational General Accounting activities, Inventory costing, tracking and expense, Accounts Payable, Accounts Receivables, Payroll entries, support Month-end closing of accounts and preparation of P&L and balance reconciliations.

3. KEY RESPONSIBILITIES

- To accurately capture all transactions from the bank statement and credit card statement into the Accounting software. Prepare and reconcile bank and credit card accounts on a weekly basis.
- To match all transactions to source documents to ensure that the appropriate validation checks are present prior to capturing

- Where transactions are over pre-defined limits, ensure that the appropriate approvals are obtained prior to capturing
- To ensure that the allocation of expenses is in accordance with generally accepted accounting principles and are consistent, month on month, year on year to enable proper trends analysis.
- Preparation and reconciliation of monthly statutory reports including payroll and sales taxes.
- To fully understand, analyze, challenge and validate all payables as required prior to submission for approval.
- Manage and maintain a monthly calendar of recurring payables. To ensure that a payments file for the week is prepared including the list of payments that need to be paid directly the bank account
- Supply copies of the captured invoices to enable the bank approver and releaser to inspect as required.
- To capture all payments against the correct vendor account. To manage plus reconcile all supplier accounts and vendor statements to ensure that they are reflective of the current outstanding/status of accounts
- To manage the payment process to ensure that payments are not paid late and to facilitate proper planning for the company cash flow.
- To manage and reconcile on a monthly basis all payables related balance sheet liability accounts including intercompany payables.
- To escalate where invoices have not been received to validate the expenses on the bank statements and credit cards. Highlight all transactions on the bank/card statement that are not supported by invoices and escalate to Financial Controller
- To ensure that debit orders are matched to invoices, verified for validity and submitted for approval in a timely manner.
- Month end entries such as month end provisions for unaccounted invoices for materials and expenses and its reversal following month, analysis and ad hoc projects as required
- To Manage month end invoicing and receivables
- To ensure that the company has appropriate systems to enable it to conduct its activities both lawfully and ethically
- To ensure the company maintains high standards of corporate citizenship and social responsibility wherever it operates
- To ensure that management is properly informed, and that sufficient information is provided to management to form appropriate judgements
- To ensure the sound integrity of all public disclosures by the Company
- To abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company's standards and policies, including its humanitarian, environmental, safety and health policies.
- Preparation of Audit Schedules

4. JOB SPECIFICATION/COMPETENCIES [Minimum]

Required Qualification, Experience, Knowledge and skills:

- 5+ years relevant financial accounting experience at the appropriate level of complexity in a mid-size to large company required.
- Accounting designation AAT/ACCA/CA/CPA/CGA student preferred.
- Inventory Accounting and tracking experience preferred
- Solid experience in a telematics or technology driven operating environment highly desirable.
- Ability to clearly communicate operational and technical accounting issues.
- Ability to work in a fast-paced environment.
- Strong interpersonal skills plus strong verbal and written communication skills.
- Ability to multi-task, work under pressure and meet deadlines required.
- In-depth knowledge of Microsoft Office Suite, Expertise in handling Excel functions such as VLOOKUP, PIVOT TABLE
- Detail-oriented and analytical with a logical approach to problem solving
- Energetic, forward-thinking individual with high ethical standards and an appropriate professional image.