



**NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>ACCOUNTS CLERK, PAYROLL</b>	<b>LOCATION</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>ACCOUNTS SUPERVISOR</b>	<b>JOB CODE:</b>	<b>03-01-12-33</b>
<b>DIVISION:</b>	<b>-</b>	<b>GRADE:</b>	<b>03</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>SECTION:</b>	<b>-</b>

**SUMMARY STATEMENT** Responsible for processing salaries according to approved rates and preparing payroll summaries to ensure that employees' earnings are correctly recorded.

<b>DUTIES TO BE FULLFILLED</b>	<b>DESCRIPTION OF DUTIES:</b>
	<b>JOB</b> <b>EXAMINES</b> time sheets and attendance sheets to determine time worked, and <b>PREPARES</b> salary sheets, including allowances.
	<b>RESPONSIBILITIES</b> <b>CHECKS</b> salary and overtime records, calculates allowances and makes deductions according to approved salary directives.
	<b>FUNCTIONS</b> <b>TREATS</b> with NIS, GRA and other statutory deductions.
	<b>REQUIREMENTS</b> <b>ENSURES</b> that monthly deductions are paid over to statutory financial agencies.
	<b>TOOLS</b> <b>RECORDS</b> transactions in Salaries Ledger/Financial Management Information System and <b>COMPUTES</b> a daily balance.
	<b>EQUIPMENT</b> <b>UPDATES</b> activity register and spread sheet and <b>PREPARES</b> expenditure statements and payroll summary.
	<b>OTHER</b> <b>ENCODES</b> compliance statements, budget narration and cost for various payroll activities.
<b>ADDITIONAL</b> <b>EXAMINES</b> and approves adjustments to accounts, advances and computer generated documents.	
<b>REMARKS</b> <b>RECONCILES</b> statements from Banks and <b>INVESTIGATES</b> discrepancies.	

The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

<b>WORK FIELD DATA</b>	<b>WORK FIELD:</b>																																																								
	<b>WORK REQUIREMENTS:</b>																																																								
	<table border="0"> <tr> <td><b><u>MACHINES</u></b></td> <td><b><u>TOOLS</u></b></td> <td><b><u>WORK AIDS</u></b></td> <td><b><u>EQUIPMENT</u></b></td> </tr> <tr> <td>Computer</td> <td>Pens</td> <td>GuyOil Strategic Plan</td> <td>Salaries Cash Book</td> </tr> <tr> <td>Printer</td> <td>Pencils</td> <td>Departmental Action Plan</td> <td>Telephone</td> </tr> <tr> <td>Photocopier</td> <td>Highlighters</td> <td>Letters of:</td> <td>Shredder</td> </tr> <tr> <td>Fax Machine</td> <td>Ruler</td> <td>- Appointment</td> <td>Book/Deductions</td> </tr> <tr> <td>Scanner</td> <td>Stamp</td> <td>- Resignation</td> <td>Refund of Unpaid Salaries Register</td> </tr> <tr> <td></td> <td>Ink Pad</td> <td>- Dismissal</td> <td>Pay-sheet Dispatch Register</td> </tr> <tr> <td></td> <td>Folders</td> <td>Computerised</td> <td>Financial Records</td> </tr> <tr> <td></td> <td>Staple Machine</td> <td>Staffing Database</td> <td>Financial Statements</td> </tr> <tr> <td></td> <td>Calculator</td> <td>Salaries Index</td> <td>Vouchers</td> </tr> <tr> <td></td> <td></td> <td>Salaries Control</td> <td>Work Plans</td> </tr> <tr> <td></td> <td></td> <td>File/Register</td> <td>Budgets</td> </tr> <tr> <td></td> <td></td> <td>NIS Register</td> <td>Cost Statements</td> </tr> <tr> <td></td> <td></td> <td>Payroll Files</td> <td>Cost Schedules</td> </tr> </table>	<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>	Computer	Pens	GuyOil Strategic Plan	Salaries Cash Book	Printer	Pencils	Departmental Action Plan	Telephone	Photocopier	Highlighters	Letters of:	Shredder	Fax Machine	Ruler	- Appointment	Book/Deductions	Scanner	Stamp	- Resignation	Refund of Unpaid Salaries Register		Ink Pad	- Dismissal	Pay-sheet Dispatch Register		Folders	Computerised	Financial Records		Staple Machine	Staffing Database	Financial Statements		Calculator	Salaries Index	Vouchers			Salaries Control	Work Plans			File/Register	Budgets			NIS Register	Cost Statements			Payroll Files	Cost Schedules
<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>																																																						
Computer	Pens	GuyOil Strategic Plan	Salaries Cash Book																																																						
Printer	Pencils	Departmental Action Plan	Telephone																																																						
Photocopier	Highlighters	Letters of:	Shredder																																																						
Fax Machine	Ruler	- Appointment	Book/Deductions																																																						
Scanner	Stamp	- Resignation	Refund of Unpaid Salaries Register																																																						
	Ink Pad	- Dismissal	Pay-sheet Dispatch Register																																																						
	Folders	Computerised	Financial Records																																																						
	Staple Machine	Staffing Database	Financial Statements																																																						
	Calculator	Salaries Index	Vouchers																																																						
		Salaries Control	Work Plans																																																						
		File/Register	Budgets																																																						
		NIS Register	Cost Statements																																																						
		Payroll Files	Cost Schedules																																																						

**QUALIFICATIONS PROFILE**

<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>	<b>DEGREES</b>	<b>POINTS</b>
<b>1</b>	<b>EDUCATION</b>	Five (5) GCE 'O' Levels or CXC General up to Grade II, including English Language, Mathematic & Principles of Accounting	<b>5</b>	<b>23</b>
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Skilled Clerical Workers requiring up to four years to understand the requirements of various jobs at this level. Knowledge of rules, procedures and operations requiring extended training and experience to perform a wide variety of assignments and to resolve a wide range of problems. Ability to compile/collage information, calculate wages and salaries and prepare payroll summaries.	<b>4</b>	<b>33</b>
<b>3</b>	<b>SUPERVISION</b>	Responsible for work assignments which are controlled through the structured nature of the work. Completed work is checked for accuracy, completeness and adherence to instructions and established procedures.	<b>3</b>	<b>26</b>
<b>4</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for undertaking a variety of clerical tasks including preparation of salaries and allowances; recording and balancing ledgers; encoding budget narrations and costs for activities related to payroll.	<b>2</b>	<b>37</b>
<b>5</b>	<b>COMPLIANCE</b>	Incumbent examines time records to determine time worked by employees; calculates allowances and deductions according to approved rates and registers information on individual pay records. The Incumbent must adhere to the Salary Administration Policy.	<b>2</b>	<b>35</b>
<b>6</b>	<b>QUALITY OF WORK</b>	Completed work is checked to ensure that figures are correctly posted and that payment records/cheques are accurately prepared. The quantity of work relates to targets set.	<b>2</b>	<b>33</b>
<b>7</b>	<b>ANALYTICAL SKILL</b>	The work requires coordination of sequenced activities, and reconciliation of apparent conflicting information in relation to processes and methods which must comply with legal requirements and standards.	<b>2</b>	<b>31</b>
<b>8</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The Incumbent is required to calculate, make relevant deductions and maintain records. Reviews paysheets and cheques to ensure that figures are correctly posted and that cheques are accurately prepared. Handles pay related queries from employees. Distributes related records to employees as necessary.	<b>3</b>	<b>19</b>
<b>9</b>	<b>INTERPERSONAL SKILL</b>	The interpersonal contacts are with employees within the Department. The purpose is to obtain, clarify or provide information of a routine nature.	<b>3</b>	<b>19</b>
<b>10</b>	<b>MENTAL AND VISUAL DEMANDS</b>	Above average attention to detail and in interpreting data and information relevant to the effective conduct of competing operations and a broad range of homogenous activities.	<b>2</b>	<b>25</b>
<b>11</b>	<b>WORKING ENVIRONMENT</b>	The environmental and working conditions are moderate with minimal hazards, demands or stresses and with safe work practices in an office environment. The work area is adequately lighted and ventilated.	<b>4</b>	<b>27</b>
<b>LICENCES:</b>			<b>TOTAL:</b>	<b>308</b>
<b>SIGNATURES:</b>				
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>		
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		



**NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>ACCOUNTS CLERK, PAYABLES</b>	<b>LOCATION</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>ACCOUNTS SUPERVISOR</b>	<b>JOB CODE:</b>	<b>03-01-12-32</b>
<b>DIVISION:</b>	<b>-</b>	<b>GRADE:</b>	<b>03</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>SECTION:</b>	<b>-</b>

<b>SUMMARY STATEMENT</b>	Responsible for reviewing and processing of payment purchase orders, invoices, statements and vouchers; drawing, verifying and posting payment cheques and prepares ledger entries; and handling the resolution of account discrepancies.
--------------------------	---

<b>DUTIES REQUIRED</b>	<b>DESCRIPTION OF DUTIES:</b>
	<b>JOB RECEIVES</b> and <b>REVIEWS</b> purchase orders, <b>CHECKS</b> requests and other related documentation for completeness and compliance with financial policies and procedures.
	<b>MATCHES</b> original invoices and <b>REQUESTS</b> for payment with internal purchase orders or cheque requests.
	<b>PERFORMS</b> calculations to determine appropriate payment schedules and amounts and makes modifications as necessary.
	<b>CODES, VERIFIES</b> and <b>ELECTRONICALLY ENTERS</b> accounts payable data into ledgers.
	<b>DRAWS, VERIFIES</b> and <b>POSTS</b> payment cheques to appropriate vendors and/or agencies.
	<b>FOLLOWS UP</b> on account statements and other discrepancies regarding payment of accounts.
	<b>MAINTAINS</b> logs, <b>ENTERS</b> and <b>BALANCES</b> account data, and <b>GENERATES</b> statistical summary reports as required.

The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

<b>WORK FIELD DATA</b>	<b>WORK FIELD:</b>																																																												
	<b>WORK REQUIREMENTS:</b>																																																												
	<table border="0"> <tr> <td><b><u>MACHINES</u></b></td> <td><b><u>TOOLS</u></b></td> <td><b><u>WORK AIDS</u></b></td> <td><b><u>EQUIPMENT</u></b></td> </tr> <tr> <td>Computer</td> <td>Pens</td> <td>GuyOil Strategic Plan</td> <td>Salaries Cash Book</td> </tr> <tr> <td>Printer</td> <td>Pencils</td> <td>Departmental Action</td> <td>Analysis</td> </tr> <tr> <td>Photocopier</td> <td>Highlighters</td> <td>Plan</td> <td>Book/Deductions</td> </tr> <tr> <td>Fax Machine</td> <td>Ruler</td> <td>Letters of:</td> <td>Refund of Unpaid</td> </tr> <tr> <td>Scanner</td> <td>Stamp</td> <td>- Appointment</td> <td>Salaries Register</td> </tr> <tr> <td></td> <td>Ink Pad</td> <td>- Resignation</td> <td>Pay-sheet Dispatch</td> </tr> <tr> <td></td> <td>Folders</td> <td>- Dismissal</td> <td>Register</td> </tr> <tr> <td></td> <td>Staple</td> <td>Computerised</td> <td>Financial Records</td> </tr> <tr> <td></td> <td>Machine</td> <td>Staffing Database</td> <td>Financial Statements</td> </tr> <tr> <td></td> <td>Calculator</td> <td>Salaries Index</td> <td>Vouchers</td> </tr> <tr> <td></td> <td></td> <td>Salaries Control</td> <td>Work Plans</td> </tr> <tr> <td></td> <td></td> <td>File/Register</td> <td>Budgets</td> </tr> <tr> <td></td> <td></td> <td>NIS Register</td> <td>Cost Statements</td> </tr> <tr> <td></td> <td></td> <td>Payroll Files</td> <td>Cost Schedules</td> </tr> </table>	<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>	Computer	Pens	GuyOil Strategic Plan	Salaries Cash Book	Printer	Pencils	Departmental Action	Analysis	Photocopier	Highlighters	Plan	Book/Deductions	Fax Machine	Ruler	Letters of:	Refund of Unpaid	Scanner	Stamp	- Appointment	Salaries Register		Ink Pad	- Resignation	Pay-sheet Dispatch		Folders	- Dismissal	Register		Staple	Computerised	Financial Records		Machine	Staffing Database	Financial Statements		Calculator	Salaries Index	Vouchers			Salaries Control	Work Plans			File/Register	Budgets			NIS Register	Cost Statements			Payroll Files	Cost Schedules
<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>																																																										
Computer	Pens	GuyOil Strategic Plan	Salaries Cash Book																																																										
Printer	Pencils	Departmental Action	Analysis																																																										
Photocopier	Highlighters	Plan	Book/Deductions																																																										
Fax Machine	Ruler	Letters of:	Refund of Unpaid																																																										
Scanner	Stamp	- Appointment	Salaries Register																																																										
	Ink Pad	- Resignation	Pay-sheet Dispatch																																																										
	Folders	- Dismissal	Register																																																										
	Staple	Computerised	Financial Records																																																										
	Machine	Staffing Database	Financial Statements																																																										
	Calculator	Salaries Index	Vouchers																																																										
		Salaries Control	Work Plans																																																										
		File/Register	Budgets																																																										
		NIS Register	Cost Statements																																																										
		Payroll Files	Cost Schedules																																																										

**QUALIFICATIONS PROFILE**

<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>	<b>DEGREES</b>	<b>POINTS</b>
<b>1</b>	<b>EDUCATION</b>	Five (5) GCE 'O' Levels or CXC General up to Grade II, including English Language, Mathematic & Principles of Accounting. Ability to use Microsoft office suite.	<b>5</b>	<b>23</b>
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Skilled Clerical Worker requiring up to four years to understand the requirements of various activities at this level. Knowledge of rules, procedures and operations requiring extended training and experience to perform a wide variety of assignments and to resolve a wide range of problems.	<b>4</b>	<b>33</b>
<b>3</b>	<b>SUPERVISION</b>	Responsible for work assignments which are controlled through the structured nature of the work. Completed work is checked for accuracy, completeness and adherence to instructions and established procedures.	<b>3</b>	<b>26</b>
<b>4</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for reviewing and processing of payment purchase orders, invoices, statements and vouchers; drawing, verifying and posting payment cheques and prepares ledger entries; and handling the resolution of account discrepancies.	<b>2</b>	<b>37</b>
<b>5</b>	<b>COMPLIANCE</b>	The Incumbent receives and reviews purchase orders, checks requests and other related documentation for completeness and compliance with financial policies and procedures.	<b>2</b>	<b>35</b>
<b>6</b>	<b>QUALITY OF WORK</b>	Completed work is checked to ensure that figures are accurately codified, verified and posted. Follows up on account statements and other discrepancies regarding payment of accounts.	<b>2</b>	<b>33</b>
<b>7</b>	<b>ANALYTICAL SKILL</b>	The work requires coordination of sequenced activities, and reconciliation of apparent conflicting information in relation to processes and methods which must comply with financial requirements and standards. The Incumbent must adhere to General Accounting principles and procedures.	<b>2</b>	<b>31</b>
<b>8</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The Incumbent is required to make calculations to determine appropriate payment schedules and amounts and makes modifications as necessary.	<b>3</b>	<b>19</b>
<b>9</b>	<b>INTERPERSONAL SKILL</b>	The interpersonal contacts are with employees within the Department, Service Stations or Terminals. The purpose is to obtain, clarify or provide information of a routine nature.	<b>3</b>	<b>19</b>
<b>10</b>	<b>MENTAL AND VISUAL DEMANDS</b>	Above average attention to detail and in interpreting data and information relevant to the effective conduct of competing operations and a broad range of homogenous activities.	<b>2</b>	<b>25</b>
<b>11</b>	<b>WORKING ENVIRONMENT</b>	The environmental and working conditions are moderate with minimal hazards, demands or stresses and with safe work practices in an office environment. The work area is adequately lighted and ventilated.	<b>4</b>	<b>27</b>
<b>LICENCES:</b>			<b>TOTAL:</b>	<b>308</b>
<b>SIGNATURES:</b>				
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>		
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		



**NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>ACCOUNTS CLERK, RECEIVABLES</b>	<b>LOCATION</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>ACCOUNTS SUPERVISOR</b>	<b>JOB CODE:</b>	<b>03-01-12-31</b>
<b>DIVISION:</b>	-	<b>GRADE:</b>	<b>03</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>SECTION:</b>	-

**SUMMARY STATEMENT** Responsible for posting accounts receivable payments related to claim denials, refunds and adjustments; for maintaining appropriate ledgers and resolves credit balances.

**DESCRIPTION OF DUTIES:**

**RECEIVES** and **RECEIPTS** cash items and third party payments; **POSTS** and **RECONCILES** payments to ledgers.

**REVIEWS** Credit balances, refunds, adjustments, and claim denials; **RECONCILES, CORRECTS,** and **APPLIES** adjustments to billing records.

**BALANCES** daily batches and reports.

**PREPARES** income reports and statistics; **DISTRIBUTES** reports.

**ENSURES** strict confidentiality of financial records.

**J O B R E S P O N S I B I L I T I E S**

**D U T I E S T O B E F U L F I L L E D**

The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

<b>WORK FIELD DATA</b>	<b>WORK FIELD:</b>			
	<b>WORK REQUIREMENTS:</b>			
	<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>
	Computer Printer Photocopier Fax Machine Scanner	Pens Pencils Highlighters Ruler Stamp Ink Pad Folders Staple Machine Calculator	GuyOil Strategic Plan Departmental Action Plan File/Register Work Plans Budgets Cost Statements Cost Schedules	Analysis Book/Deductions Financial Records Financial Statements Vouchers Financial Statements Financial Records
				Telephone Shredder

## QUALIFICATIONS PROFILE

<b>JOB TITLE: Accounts Clerk, Receivables</b>		<b>JOB CODE : 03-01-12-31</b>		
<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>	<b>DEGREES</b>	<b>POINTS</b>
<b>1</b>	<b>EDUCATION</b>	Five (5) GCE 'O' Levels or CXC General up to Grade II, including English Language, Mathematic & Principles of Accounting	<b>5</b>	<b>23</b>
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Skilled Clerical Workers requiring up to four years to understand the requirements of various jobs at this level. Knowledge of rules, procedures and operations requiring extended training and experience to perform a wide variety of assignments and to resolve a wide range of problems.	<b>4</b>	<b>33</b>
<b>3</b>	<b>SUPERVISION</b>	Responsible for work assignments which are controlled through the structured nature of the work. Completed work is checked for accuracy, completeness and adherence to instructions and established procedures.	<b>3</b>	<b>26</b>
<b>4</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for posting accounts receivable payments related to claim denials, refunds and adjustments; for maintaining appropriate ledgers and resolves credit balances.	<b>2</b>	<b>37</b>
<b>5</b>	<b>COMPLIANCE</b>	The Incumbent reviews credit balances, refunds, adjustments, and claim denials; reconciles, corrects, and applies adjustments to billing records.	<b>2</b>	<b>35</b>
<b>6</b>	<b>QUALITY OF WORK</b>	Completed work is checked to ensure that figures are accurately posted and that payments are reconciled and billing records are properly adjusted.	<b>2</b>	<b>33</b>
<b>7</b>	<b>ANALYTICAL SKILL</b>	The work requires coordination of sequenced activities, and reconciliation of apparent conflicting information in relation to processes and methods which must comply with legal requirements and standards. The Incumbent must adhere to General Accounting principles and procedures.	<b>2</b>	<b>31</b>
<b>8</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The Incumbent is required to calculate, review credit balances and maintain records. Balances daily batches and reports. Distributes related records to employees as necessary.	<b>3</b>	<b>19</b>
<b>9</b>	<b>INTERPERSONAL SKILL</b>	The interpersonal contacts are with employees within the Department, Service Station or Terminal. The purpose is to obtain, clarify or provide information of a routine nature.	<b>3</b>	<b>19</b>
<b>10</b>	<b>MENTAL AND VISUAL DEMANDS</b>	Above average attention to detail and in interpreting data and information relevant to the effective conduct of competing operations and a broad range of homogenous activities.	<b>2</b>	<b>25</b>
<b>11</b>	<b>WORKING ENVIRONMENT</b>	The environmental and working conditions are moderate with minimal hazards, demands or stresses and with safe work practices in an office environment. The work area is adequately lighted and ventilated.	<b>4</b>	<b>27</b>
<b>LICENCES:</b>			<b>TOTAL:</b>	<b>308</b>
<b>SIGNATURES:</b>				
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>		
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		



**NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>ACCOUNTS CLERK, INVENTORY</b>	<b>LOCATION</b>	<b>HEAD OFFICE</b>																																																
<b>REPORTS TO:</b>	<b>ACCOUNTS SUPERVISOR</b>	<b>JOB CODE:</b>	<b>03-01-12-30</b>																																																
<b>DIVISION:</b>	-	<b>GRADE:</b>	<b>03</b>																																																
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>SECTION:</b>	-																																																
<b>SUMMARY STATEMENT</b>	Responsible for reconciling, researching, analysing and entering corrections for various inventory transactions; for ensuring completeness and accuracy of information in accordance with accounting procedures.																																																		
<b>DUTIES REQUIRED</b>	<b>DESCRIPTION OF DUTIES:</b>																																																		
	<b>JOB SUPPORTS</b>	Stores personnel with regards to correctly performing various inventory related transactions including merchandise receipts, transfers, return to vendors, stock counts etc.																																																	
	<b>RESPONSIBILITIES</b>	<b>ASSISTS</b> in the monthly reconciliation of inventory transactions to the Company's Stock Ledger and general ledger.																																																	
	<b>RESPONSIBILITIES</b>	<b>REVIEWS</b> inventory related transactions for potential errors and makes the appropriate corrections.																																																	
<b>RESPONSIBILITIES</b>	<b>REVIEWS</b> store notifications of inventory discrepancies or merchandise claims and makes any needed adjustments to the Company's Stock Ledger and general ledger.																																																		
<b>The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.</b>																																																			
<b>WORK FIELD DATA</b>	<b>WORK FIELD:</b> <b>WORK REQUIREMENTS:</b> <table border="0"> <tr> <td><b><u>MACHINES</u></b></td> <td><b><u>TOOLS</u></b></td> <td><b><u>WORK AIDS</u></b></td> <td><b><u>EQUIPMENT</u></b></td> </tr> <tr> <td>Computer</td> <td>Calculator</td> <td>Stores Ledger</td> <td>Telephone</td> </tr> <tr> <td>Printer</td> <td>Pens</td> <td>Rubber Stamps</td> <td>Shredder</td> </tr> <tr> <td>Photocopier</td> <td>Pencils</td> <td>Storeroom Ledger</td> <td></td> </tr> <tr> <td>Scanner</td> <td>Stapler</td> <td>Receipt Books</td> <td></td> </tr> <tr> <td></td> <td>Stencil</td> <td>Internal Requisition Forms</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Issues Record</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Purchase Orders</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Good Received Book</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Bin Cards</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Inventories Tags</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Tape</td> <td></td> </tr> </table>			<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>	Computer	Calculator	Stores Ledger	Telephone	Printer	Pens	Rubber Stamps	Shredder	Photocopier	Pencils	Storeroom Ledger		Scanner	Stapler	Receipt Books			Stencil	Internal Requisition Forms				Issues Record				Purchase Orders				Good Received Book				Bin Cards				Inventories Tags				Tape	
<b><u>MACHINES</u></b>	<b><u>TOOLS</u></b>	<b><u>WORK AIDS</u></b>	<b><u>EQUIPMENT</u></b>																																																
Computer	Calculator	Stores Ledger	Telephone																																																
Printer	Pens	Rubber Stamps	Shredder																																																
Photocopier	Pencils	Storeroom Ledger																																																	
Scanner	Stapler	Receipt Books																																																	
	Stencil	Internal Requisition Forms																																																	
		Issues Record																																																	
		Purchase Orders																																																	
		Good Received Book																																																	
		Bin Cards																																																	
		Inventories Tags																																																	
		Tape																																																	

**QUALIFICATIONS PROFILE**

<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>	<b>DEGREES</b>	<b>POINTS</b>
<b>1</b>	<b>EDUCATION</b>	Five (5) GCE 'O' Levels or CXC General up to Grade II, including English Language, Mathematic & Principles of Accounting. Knowledge of Microsoft Office Suite.	<b>5</b>	<b>23</b>
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Skilled Clerical Workers requiring up to four years to understand the requirements of various jobs at this level. Knowledge of rules, procedures and operations requiring extended training and experience to perform a wide variety of assignments and to resolve a wide range of problems.	<b>4</b>	<b>33</b>
<b>3</b>	<b>SUPERVISION</b>	Responsible for work assignments which are controlled through the structured nature of the work. Completed work is checked for accuracy, completeness and adherence to instructions and established procedures.	<b>3</b>	<b>26</b>
<b>4</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for reconciling, researching, analysing and entering corrections for various inventory transactions; for ensuring completeness and accuracy of information in accordance with accounting procedures.	<b>2</b>	<b>37</b>
<b>5</b>	<b>COMPLIANCE</b>	The Incumbent reviews inventory transactions and other related documentation for completeness and compliance with financial policies and procedures.	<b>2</b>	<b>35</b>
<b>6</b>	<b>QUALITY OF WORK</b>	Completed work is checked to ensure that Inventory related transactions are correctly performed with regards to merchandise receipts, transfers, return to vendors, and stock counts.	<b>2</b>	<b>33</b>
<b>7</b>	<b>ANALYTICAL SKILL</b>	The work requires coordination of sequenced activities, and reconciliation of apparent conflicting information in relation to processes and methods which must comply with legal requirements and standards. The Incumbent must adhere to General Accounting principles and procedures.	<b>2</b>	<b>31</b>
<b>8</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The Incumbent is required to review inventory related transactions for potential errors and make appropriate corrections.	<b>3</b>	<b>19</b>
<b>9</b>	<b>INTERPERSONAL SKILL</b>	The interpersonal contacts are with employees within the Division/Department, Service Station or Terminal. The purpose is to obtain, clarify or provide information of a routine nature.	<b>3</b>	<b>19</b>
<b>10</b>	<b>MENTAL AND VISUAL DEMANDS</b>	Above average attention to detail and in interpreting data and information relevant to the effective conduct of competing operations and a broad range of homogenous activities.	<b>2</b>	<b>25</b>
<b>11</b>	<b>WORKING ENVIRONMENT</b>	The environmental and working conditions are moderate with minimal hazards, demands or stresses and with safe work practices in an office environment. The work area is adequately lighted and ventilated.	<b>4</b>	<b>27</b>
<b>LICENCES:</b>			<b>TOTAL:</b>	<b>308</b>
<b>SIGNATURES:</b>				
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>		
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		