



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO
NEW YORK

VACANCY NOTICE – 01/2021

Job Description

Job Title : Clerical Officer (Accounts/Cashier)
Location : Consulate General of Trinidad and Tobago, New York
Responsible to : Consul General
Responsible for : NA

Purpose of the Job

To assist the Consulate General with accounting and cashing

Job summary:

The Officer will be responsible for preparing, organizing, generating and maintaining data and records specific to revenue and expenditure in the computerized accounting system of the Consulate General. Work involves designing, developing, adjusting or amending accounting formulae and entering raw data (figures) in a dedicated online accounting system. The officer must be able to perform cashing duties, utilizing the appropriate software.

Key duties and Responsibilities:

- Preparation of Invoices
- Processing of Voucher Book
- Processing of Vote Book
- Preparation of Paysheets
- Processing of Gratuity, Arrears, Life Certificates
- Preparing Monthly Reports and other administrative functions associated with the Accounts Section
- Reconciliation of Vouchers, Vote book and Cash Book
- Pay Record Cards
- Cashing Duties

Required knowledge, skills and abilities:

- Considerable knowledge of principles and practices and techniques in accounting;
- Considerable knowledge and proficiency in using online spreadsheet or accounting software, such as Excel or Quickbooks; E-Cashbook (MS Access)
- Ability to analyse data in accounts, crunch figures and to make appropriate recommendations for execution of tasks and assignments;
- Ability to resolve problems or troubleshoot in an online accounting environment;
- Ability to multitask, work independently and consistently within a fast-paced environment, requiring strict adherence to timelines\deadlines;
- Ability to communicate effectively orally, in-writing and electronically;
- Ability to establish and maintain effective working relationships with associates and the public including: the aged, and representatives of other associations or companies that do business with the Consulate General.

Minimum Qualification

- Authorization to work in the USA.
- An Associate degree and/or any other combination of relevant certification, knowledge and/or work experience.
- Relevant Work experience of at least 5 years.
- Proficiency in the use of computers, particularly Microsoft Office suite, and accounting software.

Other Requirements

- Trustworthy and confidential at all times.
- Ability to work in teams as well as use individual initiative.
- Displays patience and good listening skills.
- Ability to be creative in problem solving.
- Proof of Covid 19 Vaccination.

To apply

Send resume and two written reference letters by post mail to the Consulate General of the Republic of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038 or by e-mail (cgnyconsulateinfo@foreign.gov.tt) by the **December 15, 2021**.

Administration
CG, NY
2021-12-08