


Attention

Pastors
Religious Educators
Church Members


SOUTH CARIBBEAN CONFERENCE
**ADVENTIST
BOOK CENTRE**

Corner Eastern Main Road & Deane Street
St. Augustine
Trinidad W.I.
Tele/Fax: 645-6722

Christian greetings.

The Management of IADPA Bookstores (Adventist Book Centre) is inviting applications from suitably qualified individuals to fill the position of **Accounts Clerk**. Applications must be hand delivered to our head office located at No. 1 Deane Street St. Augustine on or before **Friday May 26, 2017**. Three character references must be included with the application from the Pastor, Church Elder and 1 other person (preferably a previous employer).

Kindly note that late applications **will not** be accepted and unsuccessful applicants will not be acknowledged.

Qualifications & Experience

- ❖ Minimum of five (5) O' Level passes including Mathematics, English Language and Principles of Accounts
- ❖ Pursuing CAT qualifications would be an asset
- ❖ Knowledge of QuickBooks Point of Sale system would be an asset

Duties & responsibilities

- ❖ Enter invoices and all movement of inventory
- ❖ Assist with reconciliations of bank accounts
- ❖ Assist with administration of petty cash
- ❖ Maintain & follow up accounts receivables
- ❖ Assist with month-end procedures
- ❖ Assist with filing of accounting records
- ❖ Process day to day sale for HQ
- ❖ Investigation & resolution of accounting queries
- ❖ Assist with month end reporting procedures
- ❖ Prepare cheques
- ❖ Maintain quarterly order

Knowledge and Skills

- ❖ Ability to function in a fast paced environment
- ❖ Ability to meet deadlines
- ❖ Must possess good communications & interpersonal skills
- ❖ Must be reliable, dependable and trust-worthy individual
- ❖ Must be dedicated and committed to the job
- ❖ Must possess a high level of efficiency
- ❖ **MUST** be a baptised Seventh-Day Adventist in "good & regular standing"

Yours sincerely



MARGARET CHRYSOSTOM
Manager

