

Accounts Clerk I

Palo Seco Agricultural Enterprises Limited (PSAEL)

Category: Accountancy & Finance

Location: Pointe--Pierre

Employment Type: Full-time

Term: Contract

Salary: Concealed

Closing Date: 23 April 2026

Job Description

The Accounts Clerk I will assist with collecting and dispersing funds, maintaining logs and other relevant source documents in an auditable manner.

Key and Critical Responsibilities

- Prepares payment vouchers/receipts as required.
- Disbursement of funds such as Petty Cash & Extra-Ordinary cash.
- Codes and records invoices as per policy and procedures.
- Files all source documents in an auditable manner.
- Updates and maintains databases and logs as required.
- Coordinates the disbursement of cheques.
- Prepares daily cash receipts and makes bank deposits periodically.
- Ensures compliance with Occupational Safety and Health Regulations.
- Performs any other duties as may be required to successfully achieve this job function.

Key Competencies

- Five (5) CXC/GCE/CSEC O Level passes including Mathematics and English Language.
- Certified Accounting Technician (CAT), and should be pursuing further studies in an accounting discipline.
- Minimum one (1) year proven working experience in an accounting environment.
- Knowledge of accounting software packages.
- Knowledge of Peachtree Accounting.
- Knowledge of general Standard Accounting Practices (SAP).
- Knowledge of financial systems and controls.
- Knowledge of Microsoft Office.
- Skills: Coordination, Interpretation, Interpersonal, Communication, Team-work, Problem-Solving.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.