



GOVERNMENT OF TRINIDAD AND TOBAGO

TAX APPEAL BOARD

(A Superior Court of Record)

Applications are invited for suitably qualified candidates to fill the following positions on Contract:

ASSISTANT ACCOUNTING TECHNICIAN

JOB SUMMARY:

- Assists with the Accounting Preparation and Processing of financial documents pertaining to the Tax Appeal Board.
- Reports to the Registrar of the Tax Appeal Board from whom instructions are received both orally and in writing.

KEY DUTIES AND RESPONSIBILITIES:

- Maintains general books of accounts such as cash books, vouchers and cheque registers, general ledgers and journals, post entries to these books from supporting records, makes adjusting entries and prepares financial statements on standard forms.
- Assists in the preparation of financial statements and vouchers as directed by the Registrar.
- Assists in the preparation of Annual Estimates and Fiscal Accounting Reports, (e.g. Appropriation Accounts).
- Prepares invoices, payment requests, purchase orders and proofread documents for accuracy, completeness and departmental approval.
- Maintains integrity of accounting records by regularly updating files, reports, purchase orders, account balances and inventory books.
- Performs other related duties as defined by the Registrar, Tax Appeal Board.

QUALIFICATIONS AND EXPERIENCE:

- Two (2) years experience of an accounting and / or auditing nature in the public sector.
- Knowledge of basic accounting as well as office procedures and practices.
- Proficient in the use of computerized accounting systems.
- Working knowledge of computer software applications, in particular, Microsoft Excel and Access.