



NORTHERN CARIBBEAN UNIVERSITY

A Seventh-day Adventist Institution

Applications are invited from suitably qualified individual to fill the following position on the Mandeville Campus:

Junior Accountant

Job Summary

The Junior Accountant will be responsible to support the daily accounting function of the finance department with daily transactional activities; handling all the expenditures, completing payments and control expenses by receiving, processing, verifying, and reconciling invoices. The role requires a broad understanding of basic accounting processes and principles.

Qualifications and Experience Required:

- Bachelor's degree in Business Administration
- At least three years accounting experience
- Sound knowledge of accounting software
- Adaptable to new technologies

Required Skills or Competencies:

- Good knowledge of accounting principles and procedures.
- Experience with creating financial statements.
- Experience with general ledger functions and the month-end/year-end close process.
- Ability to handle high levels of pressure and critical decision-making.
- Meticulous attention to detail and accuracy in work product.
- Ability to meet and establish deadlines.
- Excellent accounting software user and administration skills.
- Strong organizational and management skills.
- Strong Excel (H:lookup, V:Lookup, Macros and formulas), Access, Word and Power Point skills.
- Strong analytical skills.
- Demonstrate a commitment to effective customer service.
- Be knowledgeable of and committed to the philosophy, principles and mission of the Seventh day Adventist church, and give witness to these values in his/her professional and Christian life.

As a Seventh-day Adventist institution, NCU gives preference to qualified individuals who are members of the Seventh-day Adventist Church.

APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. “**Junior Accountant**” and addressed to:

The Director, Human Resource
Northern Caribbean University
Manchester Road
Mandeville, Jamaica, West Indies
Phone: 876-963-7168
E-mail: hr@ncu.edu.jm

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to hr@ncu.edu.jm incorporating all of the below required information:
 - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role;
 - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.
3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department.
4. A detailed job description will be provided at the interview.
5. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **December 8, 2023**.