



The JPS & Partners Co-operative Credit Union Ltd. is seeking to identify suitably qualified candidates to fill the positions of:

ACCOUNTANT

Core Functions

The incumbent will provide direct support, in a supervisory role, to the Manager – Finance & Treasury and is accountable for the effective and efficient maintenance of the Credit Union's Accounting Records, the Management of Cash and other Assets, the Recording and Reporting of financial results in order that the Credit Union achieves its Mission, Vision and Major Targets.

Major Duties and Responsibilities

- Prepare monthly financial statements complete with Statement of Financial Position, Statement of Profit & Loss, comprehensive Income/Variance Schedules and notes to the Financial Statements ensuring timeliness and accuracy of information for approval within agreed deadlines.
- Supervise staff and coordinate the daily operations of the Accounting Department ensuring that the accounting procedures conform to generally accepted accounting principles.
- Assist in the preparation of the annual budget.
- Prepare monthly reports within the required timeframe for submission to the various regulatory bodies e.g. BOJ/JCCUL etc.
- Prepare monthly payroll and related reports and submit year-end returns on time.
- Plan for and facilitate the annual external audit by providing information and support to the external Auditors.

Qualification and Experience

- Bachelor's Degree with major in Finance, Accounting, Economics or related field from an accredited institution.
- Professional Accounting Certification from an accredited institution, an asset.
- A minimum of two (2) years' experience in a similar position, preferably in a Credit Union, Commercial or Investment Banking environment.
- A minimum of one (1) year experience at a supervisory level, an asset.
- Experience in an Auditing environment, an asset.

Applications should be submitted no later than **May 22, 2024**, addressed to:

The Human Resource Manager
JPS & Partners Co-operative Credit Union
65¾ Half Way Tree Road
Kingston 10
Email: jpscreditunion@jpscu.com

We thank you for your expressions of interest, however, only shortlisted applicants will be contacted.