

BAHAMAS POWER AND LIGHT COMPANY LTD.
VACANCY NOTICE



VN. NO. 2024-34

FINANCE CLERK I – ELEUTHERA ADMINISTRATION

A vacancy exists in the Company for the position of **Finance Clerk I (Accounts Payable) – Eleuthera Administration.**

The Position

This job is located in the Family Island Division – Eleuthera Administration with responsibility for processing accounts payable to local vendors. The job processes invoices for payment to local vendors, reconciles vendor accounts, and prepares and files accounts payable related reports and documents. The jobholder works under general supervision and general guidelines.

Responsibilities of the position include, but are not limited to, the following:

- Processing invoices for payment by checking accuracy of calculations, duplication, coding and authorized signature. This includes liaison with departments to ensure proper use of account codes.
- Reconciling statements of accounts for local vendors on a monthly basis. This involves generating open payable reports and cross checking entries.
- Posting invoice distributions and journal entry data into the payable system and ensures proper filing system of accounts payable documents (e.g. cheque stubs, bill payment cheques, purchase requisitions, etc).
- Preparing and maintaining monthly and bi-monthly reports and schedules (source data for aged payments, meal vouchers etc.) as requested by managerial staff.
- Collecting and processing accounts receivable Capital and Rechargeable to ensure collection and payment of funds owing to the Company.
- Tracking cost of major projects via the H.T.E. system.
- Maintaining the Fixed Asset Register for the Operation.
- Performing other related duties as assigned.

Job requirements include:

- A minimum of an Associate Degree (Accounts, Business Administration), with 3 to 4 years' experience or equivalent.
- Thorough working knowledge of the Disbursement Processing module within the H.T.E. environment
- Verbal communication skills to interact effectively with co-workers and the general public.
- The ability to use a computer's word-processing and spreadsheet tools.
- The ability to operate standard office equipment.
- The ability to work in a fast-paced team environment.
- Highly confidential.

Interested persons should apply to Afuture@bplco.com on or before: **September 18th, 2024.**

Only candidates meeting the criteria will be contacted.