



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

**FINANCIAL AFFAIRS DEPARTMENT**

The University of the Southern Caribbean invites applications for the following position:

**ACCOUNTING ASSISTANT**

**DUTIES AND RESPONSIBILITIES**

- Reconciliation of Student Accounts
- Reconciliation of Creditors and Debtors
- Prepares monthly status reports to Chief Accountant
- Make corrections through journal entries
- Perform any other duties as may be assigned by supervisor.

**QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Accounting or ACCA Level 2
- Minimum of One year of progressively responsible accounting experience.
- Knowledge and experience in the use of major accounting software

**OTHER REQUIREMENTS**

- Knowledgeable in Word, Excel, Windows, and accounting programs.

- Knowledge of accounting principles (GAAP) and standards.
- Must be able to communicate effectively with all level of management, employees and customers.
- Integrity, dependability, confidentiality and conscientiousness required.
- Critical thinking
- Appropriate and professional appearance and demeanor required.
- Excellent Customer Service Skills
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean

*Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE HUMAN RESOURCE DEPARTMENT  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

**Or email us at: [hr@usc.edu.tt](mailto:hr@usc.edu.tt) or [uschumanresources@yahoo.com](mailto:uschumanresources@yahoo.com)**

**Applicants are also required to submit a copy of the application to:**

*Chief Manpower Officer, Ministry of Labour & Small and Micro Enterprise Development, Level 3, #50-54 Duke Street, Port of Spain.*

**Advertisement will be left open until a suitable candidate is found**

*The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.*