



EMPLOYMENT OPPORTUNITY
Guaymay Energy Alliance Credit Union (GEACU)
Accounts Clerk - Port of Spain
JOB DESCRIPTION

Post Title	Accounts Clerk
Contract type	Three years/Permanent
Report to	Operations- Team Lead

Job Summary:

Reporting directly to the Operations Team Lead, the Accounts Clerk is responsible for contributing to GEACU overall success by achieving individual sales targets through meeting the financial needs of members and providing practical advice and superior member service. Ensures all activities conducted are in compliance with governing regulations and internal policies and procedures. The accounts clerk is also expected to apply lending risk management techniques in assessing loans and monitor loans for delinquency.

Main Duties and Responsibilities:

- Complete non-cash transactions for members including, opening of new member accounts, and processing members' requests.
- Operate/ Balance cash as required.
- Preparation of letters and statements for members.
- Processing and disbursement of Cheque Payments for member transactions, statutory agencies and suppliers.
- Communication of matters and queries from members and suppliers with supervisor.
- Disbursement, reconciliation and management of cash for daily office use.
- Preparation of member journals.
- Utilize credit risk management strategies to assess loans and mitigate the risk of default.
- Actively pursue loan target as set by Supervisor.
- Cross sell additional products offered by GEACU.
- Processing of Payroll Deductions for members to their individual accounts through the external payroll.

- Any additional duties as assigned by Supervisor from time to time

1. Qualifications:

- A bachelor's degree in a Financial or Business-related discipline
- Advanced Microsoft Excel skills.
- Hands-on experience with integrated enterprise/accounting software systems (e.g. Emortelle)
- A minimum of two (2) years' experience in a sales role preferably in the Financial Sector.

4. Expectations:

- Provide exceptional member service to our members and the organization.
- Ensures compliance with all legal, tax requirements, International Accounting Standards, and relevant International Financial Reporting Standards.
- Proactively make recommendations to ensure organizational success.

5. Knowledge Skills and Experience:

- Understanding of financial statements (balance sheet, income statement, cash flow statement).
- Experience in loan assessment and processing.
- Knowledge of financial analysis and reporting.
- Attention to detail and accuracy in financial reporting.
- Ability to reconcile accounts and resolve discrepancies.
- Collaboration skills to work with other departments and stakeholders.
- Customer service orientation, especially in client-facing roles.
- Continuous learning mindset to stay updated with industry trends and changes.
- Ethical conduct in financial reporting and decision-making.

Remuneration:

- To be determined based on prevailing market trends