



CAREER OPPORTUNITY

Job Title: Office Administrator
Reports To: General Manager

POSITION OVERVIEW:

The Office Administrator is responsible for providing administrative support to the General Manager as well as performing basic-intermediary accounting duties for KIND in order to facilitate the operations and goals of organization are achieved in a manner that is consistent with our vision, mission, and philosophy; there is sensitivity to our clients and stakeholders.

A. Administrative Responsibilities:

The Administrative Role within this job description mostly falls under the GM's direction. A significant part of the administrative duties are associated to assisting the GM with a broad range of clerical and admin duties but it is not limited to only the GM's office.

Administrative Duties

- Carry out research, collect data, compile and devise reports based on information collected as directed by the GM
- Draft and type correspondence, report and other documents as directed by the GM in a timely fashion, with accuracy and attention to detail using the following Microsoft Programs to obtain professional documents standards
 - ❖ Microsoft Word
 - ❖ Microsoft Excel
 - ❖ Microsoft Power Point
 - ❖ Microsoft Publisher
- Organize and maintain physical and electronic office files in a manner that is safe, easily retrievable and accurate.
- Maintain a database listing of Governmental payments and Deadline Dates to be made; Annual Returns, Company Taxes, Employee Taxes etc.
- Schedule meetings for the GM
- Prepare all necessary administrative materials for the GM'S meetings, conferences as well as other events, including compiling, formatting, posting and distributing materials, receiving, assisting in the preparation of presentations and developing and maintaining files
- Arranges travel and reservations itinerary for the GM

B. Accounting Responsibilities:

Since KIND is a small NGO its accounting responsibilities are relative to its distribution size. Hence the Accounts Receivable, Accounts Payable and General Accounting duties for KIND all fall under this job description which provides accounting support to the Auditor, the GM and its Directors.



Accounting Duties:

- Keep proper accounting records according to the accounting standards of Trinidad and Tobago
- Collect bills, organize for payments and file accordingly
- Issue cheques for payouts on advisement of the GM
- Receive, process donations for deposits and write receipts for respective donors
- Ensure receipts are passed to the relevant department (Reception) for mail out
- Match invoices/receipts with relevant payments and/or deposits
- Arrange for deposits to be taken to the bank
- Research, track and resolve accounting issues.
- Prepare all the company payroll on a monthly basis
- Write salary cheques and vouchers for all employees
- Ensure all employee salary cheques are signed by the appropriate person/s and distributed to the relevant employee
- Organize all cheques and vouchers for payments to be made to all outsourced personnel/lecturers only when instructed by the GM
- Prepare all company taxes (monthly, quarterly and annually) to be paid
- Prepare all employee taxes (monthly and annually) to be paid
- Prepare all TD4 Slips
- Enter on a daily basis all data related to the daily accounting operations of KIND using the accounting software provided (Sage Peachtree Accounting) and Microsoft Excel.

Peachtree Accounting Duties

Accounts Receivable

- Maintain customer database
- Create new customers as required
- Create invoices for customer/clients as required (check they are placed into the correct accounting journals)
- Enter receipts for donations (check they are placed into the correct accounting journals)

Accounts Payable

- Maintain vendor database
- Create new vendors as required (check they are placed into the correct accounting journals)
- Enter vendor invoices and expense invoices (check they are placed into the correct accounting journals)
- Enter cheque payments (check they are placed into the correct accounting journals)
- Enter purchase discounts (check they are placed into the correct accounting journals)

Petty Cash Accounting

- Ensuring that petty cash funds are physically secured or attended by an authorized person at all times
- Petty Cash Amount to be kept at all times
 - Petty cash (or change) funds are not to be commingled with other funds
 - Petty cash funds are only to be used for purposes that would be permissible for KIND procurement and payment policies.
- Operate the Petty Cash by disbursing petty cash funds



- Balance petty cash funds daily
- Report replenishment of cash as needed to the General Manager
- Report evening A/R check totals to the General Manager
- Review invoices and check requests confirming account classifications are accurate
- Enter invoice information into the Peachtree accounting system
- Tracking information in Peachtree ensuring accuracy of information entered
- Proof vouchers entered
- The petty reconciliations must be prepared monthly
- Other Petty Cash Duties as assigned

General Accounting

- Make all necessary adjustments to the accounts using journals if necessary according to proper accounting standards
- Carry out all Bank Reconciliations for each month
- Ensure all procurement standards and policies are followed by each department

Financial Reports

The following reports are to be produced on a monthly basis unless otherwise stated by the GM

- Accounts Receivable
- Accounts Payable
- Invoice Registrar
- Cash Receipts
- Cheque Payment Registrar
- Bank Reconciliation
- General Ledger Journals (for both vendor and clients)
- Income Statement as at the month
- Balance Sheet as at the month

C. General Duties:

- Contribute to team effort by establishing related results as needed.
- Maintain close supervision on the daily functions of the staff (Reception and Assistant to the Office Staff) ensuring productivity and checking the quality of the output.
- Provide staff with room for improvement by providing continuous education and giving valuable feedback on their job.
- Conduct assessment and evaluation on a continuous basis regarding the performance of the staff and aids in the process of promotion.
- Oversee planning, organizing and managing of the various activities done within and outside the institution as requested by the GM



- Conduct close observation and make all the essential recommendations to the management regarding more effective and more organized handling of specific operations within the institution.
- Serve as the reporter of estimated yearly expenditures and produce written output regarding the institution's budget.
- Maintain an effective medium of communication and close collaboration among the workers in the organization.
- Any other duties that may be assigned from time to time.

How to Apply

Please send resumes and cover letters to:

Ms. Jill De Bourg – General Manager – gm@kindkid.org

Only qualified individuals being considered will be contacted for an interview.

Deadline for Application – February 20th, 2019