



## **EMPLOYMENT OPPORTUNITY**

**The Coastal Zone Management Authority and Institute (CZMAI) is seeking a dynamic and experienced individual for the post of Accounts Clerk.**

### **Summary of Position:**

The Accounts Clerk supports the accounting and bookkeeping operations such as posting, filing, invoicing and preparation of cheques and vouchers.

### **ACCOUNTS CLERK**

#### **Duties and Responsibilities**

1. Posting and calculation of financial data for use in maintaining accounting records.
2. Compilation, photocopying and sorting of accounting files, such as invoices and checks for all accounts.
3. Assisting with routine accounting tasks such as checks preparation and vouchers for all accounts.
4. Verification and posting details of business transactions, such as funds received and check/vouchers disbursed for all accounts
5. Creation and forwarding invoices to clients for all of CZMAI income centres.
6. Receives payments and issues receipts.
7. Selling sport fishing licenses to walk in customers.
8. Maintenance of sport fishing register, agents, merchant account records and ticket sales records.
9. Assisting with posting and research for annual Audit.
10. Undertake any other duties that are consistent with the role of an Accounts Clerk, and which supports the objectives of the Coastal Zone Management Programs.

### **Required Qualifications and Experience:**

#### **Qualifications**

- Minimum of an Associates Degree in Accounting, Business Administration or other closely related field.

#### **Experience**

- Minimum 3 years of experience in accounting field.
- Demonstrated excellence in verbal and written communication skills.
- Proficiency with computers: Microsoft Office, Certification in Quickbooks
- Must be a quick learner and exude a profound willingness to learn.
- Excellent organizational and time management skills.
- Team player, flexible and ability to pay attention to detail.

**Work Environment:**

The Accounts Clerk will be based at the CZMAI office in Belize City.

**Salary:**

Salary will be based on qualification and experience.

**How to Apply:**

Qualified and interested persons should submit letters of application with accompanying resume/CV, 2 letters of reference, police record to:

Chief Executive Officer  
Coastal Zone Management Authority and Institute  
Princess Margaret Drive, P.O. Box 1884  
Belize City, Belize  
E-mail: [ceo@coastalzonebelize.org](mailto:ceo@coastalzonebelize.org)

**DEADLINE FOR SUBMISSIONS IS FRIDAY, APRIL 29, 2016**