

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

UPPER HIERRARCHY

- CHIEF ACCOUNTANT

Job Purpose/Summary

The position of a **Cashier** is needed to serve internal cash transactions and expeditiously and courteously, to handle cash payments and receipts, and to process all cash operations against authorized justifying documents.

Main Mission/Result Area

- Managing all cash transactions at the workplace
- Maintaining daily accounts of cash transactions
- Solving all cash related queries
- Receiving cash from the bank and depositing cash at the bank
- Reporting discrepancies within the cash book to the chief accountant.
- Making daily, weekly and monthly transaction reports
- Perform confirmatory cash count at the close of day to ensure a balance of physical cash and book balances.
- Provide information for payroll preparation such as advances, loans, unjustified ious, etc.
- Updating the daily cash book as, and when physical movement of funds occur (cash expenditures, cash receipts)
- Arrangement of banknotes and coins in hand before inventory operations
- Notes the totals of the daily cash book
- Payment of salaries, suppliers and other expenses
- Not more than XAF 1,000,000 (one Million) should be found in the coffers at COB.
- Any sum withdrawn for expenditure must be used for that day otherwise, deposited again in the bank
- Maintain cheque registers fall the banks

- Responsible for any cash/cheque payments outside the office
- Expedition of cash via the most appropriate and cost-effective transfer agencies to suppliers, affiliates, etc. as the need may arise
- Management of fuel, taxi fare, photocopy, charges
- Payment of invoices for subscribed charges (CAMTEL, ENEO, MTN ORANGE CAMWATER etc.)
- Withdrawal of cash and other documents from the bank as may be required
- Accurate completion of cash and cheque deposit slips, raising of certified cheque requests, etc. and depositing same at the bank

REPORTING (feedback of information to hierarchy)

- Attention to Detail,
- Deadline-Oriented,
- Confidentiality,
- Time Management,
- Data Entry Management,
- General Math Skills

The incumbent may perform other related duties as assigned

COMPETENCES

- At least an HND or Bachelor degree in Finance and Accounting or any related fields.

TOOLS:

- Micro soft office, excel, power point, outlook.
- Knowledge in SAGE SARRI will be an advantage
- At least one-year professional experience in a similar position is required

All interested candidates should submit a CV and cover letter

to:tefonhr@tefonservices.com/www.tefonservices.com

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Chick Edmond
Human Resources / Operatic
Certified Risk Manager

