



Vacancy: Accounts Clerk

Company: Orijin Inc

Reports To: Accountant

Location: Prashad Nagar, Georgetown, Guyana

Employment Type: Full-Time

A. Purpose of the Position

The Accounts Clerk provides clerical and administrative support to the Finance Division. The role focuses on routine accounting support, record-keeping, data entry, filing, and assisting the Accountant with day-to-day financial tasks, while ensuring accuracy, organization, and compliance with company procedures.

B. Key Responsibilities

- Prepare, organize, and maintain accounting documents, records, and files in line with company policy and legal requirements.
- Perform data entry for accounting transactions as directed by the Accountant.
- File and maintain records for accounts payable and accounts receivable, including invoices, receipts, and supporting documents.
- Assist with tracking and maintaining records of company assets.
- Maintain proper records for petty cash, cheque books, and receipts, ensuring they are securely stored.
- Assist with the preparation of information needed for bank, credit card, and other reconciliations.
- Support the preparation and filing of documents for NIS, PAYE, VAT, and other statutory submissions, as instructed.
- Ensure financial documents are properly backed up and stored.
- Maintain organized and up-to-date files for audit and compliance purposes.
- Make bank deposits and petty cash withdrawals when required.
- Respond to basic queries from vendors, clients, and internal staff, and refer complex matters to the Accountant.
- Assist with payroll administration tasks, such as filing payroll records and distributing payslips.
- Perform other clerical or finance-related duties as assigned.

C. Competencies

- Good attention to detail and accuracy
- Strong filing and record-keeping skills



- Basic understanding of accounting documents and office procedures
- Good organizational and time-management skills
- Clear written and verbal communication skills
- Ability to follow instructions and established procedures
- Honest, reliable, and able to handle confidential information

D. Basic Requirements

- High school diploma or equivalent
- Previous clerical or office experience (accounting or finance exposure is an advantage)
- Basic computer skills, including Microsoft Word, Excel, and email
- Ability to perform routine data entry and filing tasks accurately
- Willingness to learn accounting processes and company procedures