

JOB DESCRIPTION

Accounting Clerk

This position includes the duties listed below but not limited to:

- Working with clients and their financial records.
- Preparation of clients' interim and year end financial statements.
- Preparation of clients' statutory filing requirements including, but not limited to:
 - Periodic GST returns
 - Annual Income Tax returns
 - FBT returns
 - Employers payroll returns
 - Resident withholding tax returns
 - Department of Statistics business surveys
- Assisting clients with their in house accounting and internal processing systems
- Periodic cover for support administration staff.
- Attendance of trainings conferences and courses, attendance of social or business related functions and other activities and events as required
- Other duties as required – flexibility is a must in this position