



KOKONAS INDUSTRI KOPORESEN

Position Description

Position Title	:	Senior Accountant
Position Number	:	KIKCS. 004
Division	:	Corporate Services
Reports To	:	Manager - Finance
Status	:	Permanent
Location	:	Head Office – Port Moresby
Approved by	:	KIK Board
Approved date	:	

1. Position Purpose

The position of the Senior Accountant is to control and supervise all accounting operations within KIK, verify financial records and transactions, and monitor the accounting team, and to analyze financial information to assist the Manager Finance in preparing the financial reports for KIK.

2. Essential Duties

- a) Analyzes financial information detailing assets, liabilities, and capital, and prepare balance sheet, profit and loss statement, and other reports from the MYOB System for the Manager Finance to prepare financial reports and Statutory Accounts.
- b) Comply with Generally Accepted Accounting Principles (GAAP) for financial statements.
- c) Prepare financial reports for taxes, regulatory agencies and stockholders.
- d) Monitors, controls and certifies accounting information to be entered into the MYOB Accounting System.
- e) Conducts audits of contracts, orders and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- f) Coordinates and supervises preparation of audit schedules for the Auditor General.
- g) Installs, modifies, documents and coordinates implementation of KIK accounting systems and internal accounting control procedures.
- h) Makes recommendations regarding the accounting of reserves, assets, receipts and payments.
- i) Conducts studies and submits recommendations for improving the organization's MYOB accounting operation system.
- j) Collects appropriate data and prepares appropriate statutory reports and GST returns.

- k) Other duties as assigned from time to time by the Finance Manager.

(3) Supervisory Responsibilities

Directly supervises accounts payable and accounts receivable officers in the accounts section. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

(4) Knowledge, Skills and Experience

The requirements listed below are essential for this position:

- (a) Normally a Bachelor's degree in Accounting or Commerce from a recognized college or university with at least four years related work experience; or a Diploma in Accounting or Commerce from a recognized college or university with at least five years related work experience.
- (b) Ability to read, analyze, and interpret information from business periodicals and accounting journals.
- (c) Very good written and verbal communication skills.
- (d) Ability to define problems, collect data, establish facts, and draw valid conclusions.