



**JOB VACANCY**  
**East Jamaica Conference (Kingsway High and Prep School)**  
**Accountant/BUSINESS MANAGER**

*The East Jamaica Conference of Seventh-day Adventists which operates a number of Schools (High and Preparatory) in its constituency (Kingston, St. Andrew and St. Thomas) invites applications from suitably qualified persons to fill the following position at the Kingsway High and Preparatory School:*

**ACCOUNTANT/BUSINESS MANAGER**

- *The successful applicant must satisfy the following minimum requirements:*
- *Tertiary level education, preferably a First Degree in Accounting, Business Administration or Management Studies for at least two years from completion;*
- *Two years accounting experience as a bursar/business manager or equivalent in the environment of an educational institution;*
- *Two years' experience in a computerized accounting environment, using pertinent/applicable accounting software for generating financial statements;*
- *Strong financial statement preparation and analytical skills with the ability to meet deadlines;*
- *Familiar with accounting for payroll and reconciliation of payroll/statutory taxes with the Tax authorities;*
- *Excellent communication skills, interpersonal skills and a reliable and flexible team player;*
- *Excellent credit evaluation, receivables management, and reporting skills;*
- *An enquiring mind to see beyond the obvious;*
- *The ability to work on own initiative, meeting strict reporting deadlines and achieve performance targets on an ongoing and timely basis;*
- *Proficiency in the use of Microsoft Word and Excel, and accounting software;*
- *A reliable motor car*

***Key Areas of Responsibility include:***

- *Preparation of accurate and reliable monthly financial statements, payroll, marginal costing (contribution) statements, and Adhoc financial statements and reports;*
- *Preparation of projected financial statements and marginal costing statements to ensure the school's viability;*
- *Managing the school's Tuck Shop and Canteen and make ongoing assessment to ensure feasibility/viability of the canteen;*
- *Due diligence, adherence to SDA denominational policies and administrative regulations;*
- *Work closely with the School Board and Treasurer/CFO of the Conference and Financial Oversight Committee;*
- *Monitoring and managing accounts receivable*

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***Only persons who are short-listed will be contacted.***  
*Apply sending application and resume by June 30, 2025 at 5:00 p.m. to*

**To: EJC SECRETARIAT**  
**74 Constant Spring Road, P.O. Box 181,**  
**Kingston 10**  
**Email: [ejcsecretariat@gmail.com](mailto:ejcsecretariat@gmail.com)**