



JOB VACANCY NOTICE

Accounts & Distribution Officer

We're Hiring - Accounts & Distribution Officer

We are looking for a knowledgeable and proficient Accounts & Distribution Officer to perform the day to day activities relating to the management of the accounts, revenues and expenditure of ECCO.

The Accounts & Distribution Officer, reporting to the Operations Manager, will have responsibility for the various accounting processes and support activities within the organisation and the calculation and distribution of royalties to members.

Who We Are

The Eastern Caribbean Collective Organisation for Music Rights (ECCO) Inc. is a non-profit Collective Management Organization incorporated, registered and located in Saint Lucia.

Our primary role is to administer intellectual property rights on behalf of our members - writers & publishers of music in the Eastern Caribbean. Through reciprocal agreements with Collective Management Organisations (CMOs), throughout the world, ECCO represents and can license its repertoire of copyright music for public performance, broadcast, cable transmission, online and mobile use.

Primary Responsibilities

The primary responsibilities of this role include but are not limited to:

- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable and receivables).

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Process and reconcile a wide variety of accounting documents such as invoices, licensing permit invoices, employee reimbursements, cash receipts, vendor statements, reconciliations and journal vouchers.
- Review and code financial information; preparing and processing documents to disburse funds, making deposits and preparing reports.
- Responsible for Petty Cash Handling in accordance with ECCO guidelines.
- Verify the accuracy of invoices, receipts and other accounting documents or records.
- Research, track and investigate questionable data. Recommend financial actions to resolve discrepancies.
- Compile data and prepare monthly financial, variance and other necessary reports in accordance with reporting procedures and policy.
- Function in accordance with established standards, procedures and applicable laws.
- Enters, updates, posts and/or retrieves accounting data from automated systems (Quickbooks, Akisoft).
- Maintains electronic and physical financial databases and files; ensuring that records are complete, current and accurate.
- Process monthly staff payroll remittance.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Undertake distribution process for the calculation and disbursement of royalties to members. Includes matching, booking and capturing works using CoSis Software.
- Undertakes other duties, which may arise or as may be delegated from time to time as appropriate.

As an ideal candidate, you will be expected to have the following:

Knowledge & Experience

- At least Certified Accounting Technician (CAT) qualification or any equivalent combination of knowledge, expertise or courses obtained in Accounting;
- At least two (2) years' experience in accounting in an administrative capacity;
- Ability to maintain simple accounting and related book-keeping records and the preparation of reports and statements;
- Considerable knowledge of, and ability to use, Microsoft Office Suite as well as various accounting software;
- Experience with administrative and clerical procedures.
- CoSis, BMAT , Akisoft, Quickbooks software knowledge.

Skills & Abilities

- Able to contribute positively as part of a team, helping out with various tasks as required.
- Excellent time management skills and high level of efficiency.
- Ability to maintain a positive, empathetic and professional attitude toward customers at all times.
- Excellent written and verbal communication skills.
- Sound interpersonal and customer service skills.
- Ability to prepare, collate, analyse and present concise oral and written reports of accounting data to a wide variety of audiences;
- Excellent analytical and problem-solving skills;
- Ability to work well independently and collaboratively.

- Ability to maintain a high level of confidentiality;
- Learn and assimilate new knowledge and skills quickly.

Send application to:

email: ecco@eccorights.org

Mail: Eastern Caribbean Collective Organisation for Music Right (ECCO) Inc; P.O. Box CP5380, Castries, St Lucia. Attention: Human Resource

Deadline: Tuesday April 24, 2018