



**PAPUA NEW GUINEAN
GOVERNMENT**
Papua New Guinea Customs Services

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	BANK RECONCILIATION OFFICER
Report to:	MANAGER RECONCILIATION
Division/Branch/Section:	FINANCE & REVENUE
Location:	HEADQUARTER
Classification/ Salary Range:	CUS 09 K60,674 – K74,153
Position n°:	CUCS 023
File n°:	

DUTY STATEMENT:

The overall responsibilities of Bank Reconciliation Officer is to reconcile the cash book with bank statements on a daily basis.

EDUCATION AND EXPERIENCE:

- Bachelor Degree in Finance /Accounting or other qualifications relevant to the position.
- Over two (2) years' experience in accounting work.
- Ability to work as an individual or a team worker.

KEY COMPETENCIES:

- The Bank Reconciliation Officer should have sound numerical skills, and pays attention to details and accuracy.
- Possess good analytical skills, and ability to communicate, both orally and in writing, in a clear and concise manner.
- Proven ability to work effectively either as individual or member of a team and relate effectively with staff at all levels of the organization.
- Ability to motivate and lead staff be able to work under pressure and long hours.

KEY RESPONSIBILITIES

The key responsibility of the Bank Reconciliation Officer is to ensure correctness of daily revenue collections are deposited and paid to Department of Finance , Internal Revenue Commission, National Forest Authority, National Roads Authority, responsibilities include;

- Record daily revenue collections made to PNG Customs Service is correctly banked, receipted, disbursed and posted in the cash book.
- Ensure all daily revenue collections and bank statements are reconciled with each other and bank fees and other direct deposits, payments are correctly posted in the cash book.
- To ensure daily collector statements and payments documents are correctly filed and kept for reconciliation purpose
- To ensure all completed bank reconciliation reports are safely filed and stored away after the reconciliation is completed for Audit purposes
- To ensure all revenue collections reported by Customs Ports are captured in the financial transactions and reconciled against bank statements and Asycuda record

MINOR RESPONSIBILITIES:

- Perform other duties as directed.
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