



***Water Authority - Cayman***

Invites applications for the post of

**Accounts Clerk**

The postholder will collect, record and reconcile incoming payments from the Authority's customers for water and sewerage accounts, and for other miscellaneous revenue. They will also assist with various Finance Department functions, such as the preparation of monthly management accounts, annual audit, payroll, accounts payable/receivable, and bank reconciliations.

**JOB REQUIREMENTS:**

- A High School Diploma with CXC or equivalent passing grades in Math and English
- At least two years experience as a Cashier in a mid-sized company, preferably in a public utility
- Excellent interpersonal and analytical skills, with a high proficiency in oral and written communications
- Proficiency in using personal computers and experience with Utility Billing Software or similar software
- Be mature, responsible, productive, and able to work with minimum supervision.

The Water Authority offers competitive salaries, international medical insurance and pension plans, and generous vacation benefits. The salary range is CI\$36,860 - \$46,080 per annum.

Apply online via our [website](http://www.waterauthority.ky) ([www.waterauthority.ky](http://www.waterauthority.ky)) or send applications, including cover letter and resume, to:

Chief HR Officer (Designate)  
Email: [HR@waterauthority.ky](mailto:HR@waterauthority.ky)  
PO Box 1104, Grand Cayman KY1-1102

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