



## Guyana Water Incorporated

# **JOB OPPORTUNITIES**

Applications are invited from suitably qualified persons to fill the following vacant positions within the Company at our Finance Department.

### **1. Accounts Clerk**

Candidates applying for the position of Accounts Clerk should possess:

- Five (5) subjects, including Accounts, English language and mathematics, at the CXC or GCE 'O' Level examinations.  
Or
- AAT/CAT level 11
- One (1) to two (2) years of experience in a computerized accounting environment.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Prepares payment vouchers for cash purchases.
- Produces cheque listings
- Answers suppliers' queries and reconciles statements.
- Investigates and resolves invoice mismatches.
- Reconciliation of the reimbursement of petty cash
- Codes petty cash transactions for General Ledger input.
- Performs other related duties and responsibilities consistent with the purpose and level of the post.

Applications with a detailed Curriculum Vitae should be submitted no later than March 23, 2026, to:

**Executive Director, Human Resources Management and Development**

**Guyana Water Inc.**

**Lot 58 Eastern Highway**

**Lamaha Gardens**

**Georgetown Or**

Email to: [jobs@guyanawaterinc.com](mailto:jobs@guyanawaterinc.com)