



University College of the Cayman Islands

Applications are invited from suitably qualified persons for the following posts:

Book Store Clerk

Job Description: The Book Store Clerk's role is to create and maintain an appropriate image for the bookstore; and to provide for the planning, supervision and maintenance of its stock and inventory controls. The successful candidate is expected to have multitasking abilities to work in a learning environment, which is pedagogically sound, technically supported and innovative in nature.

General Requirements: Minimum 2 years relevant experience with prior experience at the post-secondary level is desirable; Proficiency in MS Office (Excel, Word, PowerPoint), Internet Proficiency, accounting software such as QuickBooks; Great knowledge of bookstore retail operating principles, practices and procedures, including those of cashiering, budgeting and accounting, supervision, marketing/retailing, and inventory maintenance and control; Ability to perform consistently under the pressure of deadlines and other administrative demands; In-depth ability to work cooperatively with others.

Qualifications: Minimum of Associate Degree in Business or related field at the time of employment.

Applications: must include (1) cover letter with description of experience relevant to the position and (2) curriculum vitae including a list of references.

Benefits: Two year contract, medical and pension plan, annual leave as per contract.

Salary Range: CI\$29,160 - CI\$39,216 per annum

Assistant Accountant

Qualifications and Experience:

Applicants should possess the following:

- Minimum: Bachelors degree in Accounting.
- Experience: 1 to 3 years in an accounting environment.
- Proficiency in Microsoft Word, PowerPoint, Outlook and Excel.
- Excellent written and verbal skills.
- A fast learner, proactively resolves problems, and builds strong team relationships.
- A high level of integrity in dealing with financial, confidential and sensitive matters.
- Customer focused with good interpersonal skills.
- Ability to multi-task and comfortable meeting tight deadlines.
- Knowledgeable in preparing budgets and an understanding of variance analysis.
- Experience in accounts payable and accounts receivable functions.
- A solid understanding of internal controls and experience in preparing draft financial statements would be a definite asset.

Applications: Applications, quoting the appropriate reference number above, must include (1) cover letter with of experience relevant to the position; (2) curriculum vitae; (3) copies of transcripts (official transcripts will be required, if offer is made); and (4) four current letters of reference (2 professional, 2 character).

Benefits: Two year contract, medical and pension plan, annual leave.

Salary Range: CI\$43,872 - CI\$59,040 per annum

Additional information about UCCI can be found at www.ucci.edu.ky
Interested persons should submit their applications on or before **October 27, 2017** to:

HR Search Committee

University College of the Cayman Islands
168 Olympic Way, PO Box 702 GT, Postal Code KY1-1107
George Town, Grand Cayman, Cayman Islands
Or by email to: hr@ucci.edu.ky