



VACANCY

We are looking for result oriented and energetic professional who can work under minimum supervision to fill the vacancy of **Cashier**.

Reporting to the Revenue Accountant, the Cashier will be responsible for;

a. Handling cash

- Handling all the cash transactions in line with company policies and reporting accordingly.

b. Receiving and making payments

- Receiving all payments by cash, cheques, credit, vouchers, or any automatic debits
- Generating receipts in the system for all cheques and cash collected.
- Paying out approved cash payments.
- Checking cash accounts daily.

c. Documentation and Record keeping

- Maintaining an updated cheque register.
- Maintaining accurate and timely petty cash and cashier daily summaries and forwarding them to the Revenue Accountant for approval.
- Filing all upcountry banking slips and petty cash summaries.

d. Balancing and Accountability

- Accounting for all the income collections from product sales and miscellaneous sales in the form of cash, cheques, and cash withdrawals.
- Performing daily and monthly cash counts and reconciling balances to the system
- Reconciling all the cash received and ensure that it is tallied.

e. Banking services

- Preparing bank deposit slips for the cheques and cash due for banking.
- Availing claims to withdraw cash from the bank whenever it's required for petty cash payments.

f. Customer care

- Providing customers with their receipts, refunds, credits, or change due to them.
- Registering all cheques in the cheque register

Qualifications and experience:

- Bachelor's degree in Business Accounting or any other related field
- One year of relevant working experience

APPLICATION PROCEDURE:

If you meet the above requirements and interested in taking up this opportunity, send your application, accompanied by a detailed CV and copies of your academic certificates to info@pepsi-cola.co.ug not later than 18th June 2023.

Note:

- ☞ **Indicate the position applied for as the subject of your email.**
- ☞ **Combine all your documents into ONE file attachment.**