



**TATECO (POS) CREDIT UNION
CO-OPERATIVE SOCIETY LIMITED
85 FIFTH STREET
BARATARIA**

JOB VACANCY

Position: Accounts Clerk

Summary

The Accounts Clerk supports the Accounts Department by performing basic accounting and administrative tasks. The role mainly involves but not limited to reconciling and investigating members' health plans, fixed deposits, negative balances and products offered by CUNA.

Reporting

This position reports directly to the Accounts Supervisor.

Essential Functions-Duties and Responsibilities

1). FAMILY INDEMNITY PLAN (FIP) & CI RIDER

- Monthly billing reconciliation and processing payment
- Update system of newly enrolled members listed on CUNA billing
- FIP Arrears listing and letters
- New Enrolment, Change of Plan, Change of Insured submission of docs and payments
- Certificates received to be sent to member (make copies of originals before sending them out)
- Submitting claims and payment of same

2). LP\LS & PPP

- LP/LS premiums to be processed
- PPP premiums to be processed
- LP/LS & PPP payment submitted to CUNA Caribbean

3). AP PAYMENTS

- AP premiums to be processed
- AP payment submitted to CUNA Caribbean

4). LP\LS, AP & DISABILITY CLAIMS

- Any new application processed and sent to CUNA Caribbean
 - Disability
 - Deceased
- Any new information requested from CUNA Caribbean
 - Information sent
 - Information not sent and reason stated

5). SETTLEMENT OF CLAIMS

- Disability
 - Funds received and member contacted journals done to apportion funds (interest, loans etc.) letter issued to show distribution of funds and forwarded to member
 - Claim rejected, member contacted and letter issued
- Deceased
 - Funds received and attorney contacted on status of payment due to estate
 - Excess funds on deceased account transferred
 - CUNA claims schedule updated

6. Administration and Reconciliation of Members Health Plan

7. Maintenance of Fixed Deposits

8 Investigating and resolving Negative Balances on members accounts

9. Any other related duties assigned by the Accounts Supervisor.

Qualifications

5 CXC Ordinary Level subjects including Maths and English

Must be pursuing, or possess Certified Accounting Technician (CAT) program, Diploma in Accounting or Level 1 ACCA.

Skills

Knowledge of Microsoft Suite of products, detailed oriented, prioritize and multi-task, excellent communication skills

Interested applicants should forward their application to:

The Administrative Officer

Katrina Nunez-Lee Wah

Email: kleewah@tatecocu.com

All applications should be submitted by: **20th June 2025 at 4:00pm**