

# VACANCY

## Payroll Accountant



Namibia Statistics Agency (NSA), FGI House,  
44 Post Street Mall, Windhoek, Namibia,  
P.O.Box 2133, Windhoek, Namibia  
Tel: 061-431 3200, Fax: 061-4313253  
[www.nsa.org.na](http://www.nsa.org.na)

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyse and disseminate official statistics in Namibia.

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**Position** : Payroll Accountant  
**Reporting to** : Senior Financial Accountant  
**Duty Station** : NSA Head Office, Windhoek

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### Job Purpose

To provide support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets and funds distribution, responding to enquiries and/or requests for data and/or reports, providing timely and accurate payroll production, and directing assigned employees

### Key Performance Areas:

- Processing all payroll transactions
- Processing payroll journals to the respective ledgers
- Reconciliation of payroll balance sheet accounts
- Timely payment of third-party payments
- Timely submission of third-party returns
- Respond to all enquiries regarding payroll procedures
- Provide supporting documents for audit

### Educational Qualifications & Job Requirement Experience

- A Bachelor's Degree in Accounting or Commerce
- A minimum of five (5) years working experience in payroll
- Ability to process payroll on Sage 300 will be an advantage

### Specific Requirements

- Excellent attention to detail and accuracy skills
- Must be able to work under tight deadlines
- Should be able to deal with difficult, sensitive, and confidential issues
- Good interpersonal skills and overall understanding of accounting
- Exposure to management reporting systems
- A team player with excellent communication skills

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Interested candidates may submit their application that includes a detailed CV and certified copies of relevant educational qualifications through the Namibia Integrated Employment Information System (NIEIS) Please use the following link to access the NIEIS: <http://nieis.namibiaatwork.gov.na> or hand deliver at NSA Head Office, FGI Building, Post Street Mall.

*"As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment"*

**Only short listed candidates will be contacted and no documents will be returned.**

**CLOSING DATE FOR APPLICATIONS: 09 NOVEMBER 2022**