



ACCOUNTING CLERK (LEVEL 3)

Existing salary \$1, 272, 269.00 - \$ 1, 711, 060 per annum
With effect from April 1, 2024 \$1, 439,455.00 - \$1,935,907.00 per annum

JOB PURPOSE:

Under the general direction and supervision of the Senior Accountant, the incumbent is responsible for checking and verifying transactions for the collection of public funds; the payment of public funds and the recording of financial transaction in accordance with the Financial Administration and Audit (FAA) Act and Government policies and guidelines.

This will be achieved through the maintenance of related registers and verification of information on financial activities within the Division.

KEY RESPONSIBILITY AREAS:

- Checks generated receipts for the collection of public funds;
- Checks the adequacy of supporting documentation for the payment of public funds;
- Checks Revenue Statements;
- Assists in the disbursement of cheques;
- Checks Bank Reconciliation Statements;
- Checks bank lodgments/deposits;
- Checks Cash Book Updates on a daily basis;
- Checks Petty Cash Replenishment Submissions within agreed guidelines and requisite limit;
- Checks overtime calculations;
- Checks Proof of Imprest Statements for remittance
- Checks Imprest Replenishment Submissions
- Check Advance Clearance Submissions
- Reliefs assigned collections officer
- Performs other related duties as assigned;

Administrative Responsibilities

- Ensures appropriate levels of stationery;
- Assists with the planning of work activities and preparation of schedules;
- Maintains effective internal communications to ensure that all relevant members are kept informed of objectives and initiatives;

PERFORMANCE STANDARDS

- Adherence to FAA Act, financial regulations and guidelines;
- Confidentiality and integrity maintained in all operations;
- All financial documents appropriately recorded and filed according to stipulated policies, regulations and agreed timelines;
- Timeliness and accuracy achieved in the execution of duties;
- Vouchers, reconciliation and payments completed within agreed timelines;

COMPETENCIES:

- Strong knowledge of FAA Act and Government of Jamaica policies and procedures;
- Working knowledge of Government Accounting systems;
- Good interpersonal and communication skills;
- Good analytical and organizing skills;
- Good comparative data analysis skills;
- Goal oriented;
- Good interpretative skills;
- Keen eye for detail;

MINIMUM QUALIFICATION AND EXPERIENCE

- GCE O'Level or CXC passes in a minimum of four (4) subjects including Mathematics or Accounts and English;
- Completion of the relevant Government Accounting Level – MIND
- Two (2) years related experience.

Applications along with résumés should be submitted no later than **Tuesday, April 2, 2024 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.