



### **ACCOUNTS RECEIVABLES OFFICER (LEVEL 4)**

**Existing Salary:** \$1,550,136.00 - \$2,084,761.00 per annum.  
**With effect from April 1, 2024** \$1,711,060.00 - \$2,301,186.00 per annum.

### **JOB PURPOSE:**

Under the general direction of the Financial Accounts Supervisor, the incumbent is responsible for the processing and managing of payments received and to provide related accounting support.

### **KEY RESPONSIBILITY AREAS:**

#### **Managerial/Administrative**

- Maintains telephone payment register;

#### ***Technical/Professional Responsibilities***

- Ensures the receipt of appropriate documentation to clear pre-payment / cash on delivery transactions,
- Certify receivables clearance batches in SAGE AccPac;
- Maintain and manage other receivables e.g. Credit notes;
- Maintains and manages staff loans and staff advances;
- Maintains and ensures the clearance of pre-payment and advances;
- Checks invoices and payment batches in SAGE for accuracy of data upload;
- Maintains receivables schedules and checking of receivables and disbursement transactions;
- Research any discrepancies by checking bills, invoices, sales receipts, and bank deposits records;
- Assess and advise the Supervisor on Financial Accounts of delinquencies.
- Assess accounts receivables balances in all categories
- Monitors Account details for non-receipts, delayed receipts, and other irregularities
- Reconcile customer statements with agency records;
- Maintains and ensures the clearance of pre-payment and advances

### **PERFORMANCE STANDARDS:**

- Number and value of uncleared receivables monthly
- Number and value of recommendations for write-offs

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- AAT level 3 **OR**;
- ACCA-CAT Level 3 **OR**
- Diploma in Accounting from a recognized University e.g. UTECH **OR**;
- A.Sc- Accounting, MIND **OR**;
- Completion of the revised certificate in Government Accounting Course **OR**;
- B.Sc. in Accounting or Management Studies with Accounting from a Recognized University e.g. UWI;
- **PLUS** at least two (2) years experience in professional accounting.

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](mailto:hrmd.fd@gmail.com)

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