



Finance & Accounting Officer (Receivables)

ROLE & CORE FUNCTIONS OF JOB

The incumbent is responsible for:

- Maintaining the Accounts Receivables Sub-ledger, ensuring that invoices for all licencees are recorded, tracked and maintained.
- Ascertaining sales data relating to GPT, fees from all revenue sources and prepare invoices and updating of Accounts Receivables sub ledger.
- Reconciling the Receivables Sub-ledger to the General Ledger.
- Regular updating and maintenance of aged receivables sub ledger.
- Analyzing revenue and reporting on same.
- Ensuring all revenue streams are properly coded and updated in the general ledger.
- Ensuring the timely and accurate updating of the G/L with receipts through export from the receipting system.
- Assist with the preparation of elements of the monthly Financial Statements Cash Inflow/Outflow.
- Assisting with the preparation of related audit schedules and responding to audit queries.
- Liaising with all Divisions regarding matters of queries etc relating to the Finance & Accounts Division.
- Liaising with the Licensing & Registration and Compliance Divisions and Cashier ensuring timely identification and receipting of unidentified deposits as per online bank statements.
- Preparation of NCB point of sale monthly transaction reconciliation

- Monthly audit schedule preparation for external audit purposes, including reconciliation of accounts receivables of customer's accounts, staff loans, interest receivables, withholding tax on investments
- Assist in the implementation of the Interim /GMIS including Receipting Report system enhancement and development.
- Preparation of performance incentive spreadsheet, computation of retroactive payments for increases in salary and allowances, computation of ad hoc gratuity payments as relevant.
- Preparation of aged receivables schedule monthly as per general ledger

OTHER DUTIES

- As required

LIAISES WITH

Internally

- All Departments

Externally

- Government Ministries, Financial and other institutions as required.

AUTHORITY

The degree of authority within the scope of the job as delegated and approved by the Director of Finance.

QUALIFICATION AND EXPERIENCE

- ACCA level 1 or BSc. in Accounting with four (4) years' Accounting and/or Auditing experience or diploma in Finance and Accounting from a recognized tertiary institution.

REQUIRED COMPETENCIES

The competencies listed are those that the incumbent should have brought to the job or have acquired within six months of operating in the job.

- Experience with computerized accounting systems, specifically account receivables.
- Knowledge of accrual accounting practice and principles, with practical experience in updating the general ledger and preparing financial statements
- Ability to communicate effectively in oral and written format
- Competence in the use of Microsoft Office Suite (Word, Excel & PowerPoint).
- The ability to work on own initiative, effectively prioritize workload and deliver within deadlines.

PERFORMANCE CRITERIA

This job is satisfactorily performed when:

- Assigned performance targets are achieved.
- Reports are completed and submitted within established timeframe.

WORKING CONDITIONS

Typical office environment, no adverse working conditions

**Interested persons should submit a resumé and application letter addressed to
the Director of Human Resources & Administration**

Email: careersjamaica2016@gmail.com

Application Deadline: Friday, October 15, 2021

We thank all applicants for their interest, however only shortlisted candidates will be contacted.