



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

CAREER OPPORTUNITY

COLLECTION OFFICER (LEVEL 3)
(VACANT)

BASIC SALARY: \$1,272,269 to \$1,711,060 per annum

JOB PURPOSE:

Under the supervision of the Management Accountant, the Collection Officer is responsible for collecting and lodging public monies, and for the maintenance of Petty Cash Imprest.

Key Responsibility Areas

- Assists in the maintenance of a filing system for financial documents.
- Logs cheques and generates voucher numbers.
- Verifies entries in the value book against the money received.
- Prepares lodgements for the bank.
- Maintains the Petty Cash imprest.
- Enters all cheques received in the cheques book and prepares cheques for payment as the need arises.
- Issues receipts and invoice books and keeps a record for purposes of internal control and audit.
- Maintains records of all auxiliary and official receipts.
- Collects fees for registration of intellectual property and assists with customer queries.
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.
- Checks the accuracy of invoices submitted.
- Prepares trend analysis reports for receipts and disbursement.
- Performs other related duties assigned.

Required Knowledge, Skills and Abilities

- Oral communication
- Written communication
- Teamwork and cooperation
- Customer and quality focus
- Knowledge of Government Accounting principles.
- Computer literacy.

- Ability to carry out all aspects of the job effectively and efficiently.
- Knowledge of Peachtree Accounting Software
- Knowledge of GOJ FAA Act

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) CXC or GCE Ordinary Level subjects including Mathematics or Accounts and English Language
- MIND Certificate in Government Accounting would be an asset
- One (1) year related working experience in a similar capacity

Applications cover letter accompanied by a resume should be submitted **no later than Sunday, April 30, 2023** to:

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10
Website: www.jipo.gov.jm
Email: hrma@jipo.gov.jm**

Please note that we thank all for responding, but only short-listed applicants will be contacted.