ACCOUNTS PAYABLE OFFICER (LEVEL 4)  
($971,485.00 - $1,214,356.00 per annum)

JOB PURPOSE:

To contribute to the efficient and orderly operations of the Finance and Accounts Branch by ensuring that cash received is properly recorded, classified and accounted for in accordance with established procedures and regulations.

KEY OUTPUT

- Goods and services procured
- Financial transactions conducted accurately, expeditiously and in keeping with financial standards
- Payments and receipts recorded
- Lodgements prepared
- Petty cash imprest maintained
- Cheques dispersed
- Reports prepared
- Cheques prepared (as the need arises)
- Goods and services procured
- Customer transactions facilitated
- Purchase orders prepared
- Payment and revenue transfer vouchers prepared
- Adherence to the ISO 9001:2015 Quality Management System Standard requirements
- Fixed Asset Register updated and maintained
- Equipment repairs and expenses record maintained
- Accuracy of invoices checked

KEY RESPONSIBILITY AREAS

- Prepares and verifies the accuracy of statutory and non-statutory deductions before cheques are typed
- Prepares GCT refund applications
- Conducts research on queries both internal and external
- Logs cheques in register 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 cheque 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
• Disburses stationery and other supplies from the utility room.
• Maintains records of all auxiliary and official receipts
• Procures goods and services according to established Government of Jamaica guidelines
• Maintains equipment repair records
• Collects fees for registration of intellectual property and assists with customer queries
• Ensures that all ISO 9001:2015 related duties are completed
• Participates in all activities as required

MINIMUM REQUIRED EDUCATION AND EXPERIENCES
• Four (4) CXC or GCE Ordinary Level subjects including Mathematics or Accounts and English Language

• Courses in Basic Payroll, Voucher Preparation, Maintenance of Registers, Maintenance of Petty Cash, Quantitative Techniques, Introduction to FMIS, Data Processing 1 & 11 and Classification of Accounts

• MIND Certificate in Government Accounting would be an asset
• One (1) year related working experience in similar field

SPECIAL CONDITIONS ASSOCIATED WITH JOB

• Typical working environment, no adverse working conditions.
Applications accompanied by resume should be submitted no later than Friday, February 21, 2020 to:

Director
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road, Kingston 10.
Email: hrma@jipo.gov.jm; Fax: (876) 927-6744

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