

NATIONAL PUBLIC HEALTH LABORATORY

JOB DESCRIPTION

NAME

DESCRIPTIVE TITLE OF POST

Accounting Clerk (FMG/AC 1)

DEPARTMENT

Administration & Histology

RESPONSIBILITIES AND DUTIES

- Collect utility bills through mail
- Sort bills in monthly order for payment preparation.
- Check utilities register for bill amount, check the accuracy of metre number with account number.
- Make relevant entries in register.
- Prepare listing for payment. Making special note to telephone calls which are privately made by staff to which G.C.T is added and they are required to pay.

- ◇ Sort and dispatch reports in dispatch book.
- ◇ Prepare index cards and file them alphabetically.
- ◇ File copy surgical reports in log book numerically.
- ◇ File and research reports for patients.

- ⇒ Assisted in any other areas such as (Telephone Operator and Cashier at KPH).