

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

NAME

DESCRIPTIVE TITLE OF POST

Accounting Clerk (FMG/AC 1)

REPORTING RELATIONSHIP

Accounting Technician (FMG/AT 2)

MINISTRY OR AGENCY

Health

DEPARTMENT

Administration

LOCATION

21 Slipe Pen Road, KINGSTON

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 meter 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.
- Preparing of local and foreign invoices
- Dispatching of cheques.
- Assist in the writing of official receipt when necessary.
- Attach blue copy of invoice and bill to cheque before dispatch.
- Performed any other related duties assigned from time to time.

EXPERIENCE:

One (1) year experience in the Civil Service.

QUALIFICATIONS:

Four (4) C.X.C or G.C.E subjects, including Mathematics or Accounts plus in-service Training in government Accounting.