

NATIONAL PUBLIC HEALTH LABORATORY

JOB DESCRIPTION

DESCRIPTIVE TITLE OF POST:	Accounting Clerk (FMG/AC 2)
REPORTING RELATIONSHIP:	Accounting Technician (FMG/AT 2)
MINISTRY OR AGENCY:	Ministry of Health
LOCATION	21 Slipe Pen Road, Kingston
SUMMARY:	Under the general direction of the Accounting Technician (FMG/AT 2), the Accounting Clerk (FMG/AC 2) checked and prepared all bills for the National Public Health Laboratory, National Blood Transfusion Service and Immunology Department. Budget of over \$1,000,000.00.
RESPONSIBILITIES: AND DUTIES	<p>In discharging duties of a Clerical Officer, the Incumbent:-</p> <ol style="list-style-type: none">1. Prepared bills for National Public Health Laboratory, National Blood Transfusion Service and Immunology Department.2. Reconciled Cash Purchase Bills.3. Assist in the Payment of Monthly and Fortnightly Salaries and Allowances.4. Checked and prepared Utility bill for payment.5. Checked expenditure statements6. Compiled Bills for Payment7. Prepared uniform allowance for Monthly and Fortnightly paid staff.8. Opened individual file for each Supplier9. Any other duties assigned from time to time
EXPERIENCE:	Two years in the Accounts Department
QUALIFICATIONS:	<p>Four C.X.C Subjects:</p> <ol style="list-style-type: none">1. English Language2. Mathematics3. Basic Accounting 1