

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

POST: Main Cashier -Accounting Clerk (FMG/AC 2)

MINISTRY: Health

SUMMARY: Under the General Supervision of the Accountant, the incumbent has direct responsibility for receipt Book and General stamp while on duty. The Officer collects Data and ensures that the fees are balanced and the cash handed over to the Accounts department on a daily basis.

RESPONSIBILITIES

- AND DUTIES:**
1. Prepare daily summary of fees collected for each area and enter into log book.
 2. Received lab fees from Hunts Bay Health Centre, Glen Vincent Clinic, Family Planning Board, Windward Road Health Centre, Penwood Health Centre, Gordon Town Health Centre, Mavis Bank Health Centre, Duhaney Park Health Centre, Content Gap Anti Natal clinic, Mandeville Public Hospital, Manchester Health Department, Clarendon Health Department, Hanover Health Department, St. Mary Health Department, Westmoreland Health Department, St. Thomas Health Department, St. James Health Department, Trelawney health Department and Savalamar Health Department.
 3. Prepared petty cash payment and balancing of Petty cash under imprest.
 4. Maintain Petty Cash inclusive of writing of cash Book and vouchers
 5. Prepared statements for Laboratory Fees.
 6. Accept and File finished receipt books from cashier.
 7. Prepare fortnightly salaries.
 8. Dispatch Deduction Checks
 9. Calculate Overtime Sheet.
 10. Enter Fortnightly Pay to Weekly Pay Register.
 11. Prepare Pay Advice Slips
 12. Prepare Income Tax Annual Returns.

13. Prepare N.I.S and Income Tax Statements.
14. Write up receipts where necessary.
15. Prepare Meal Allowance for Technical Assistant's and Medical Technologists.
16. Double check collection made by the Cashier at K.P.H for accuracy, when kept in the vault.
17. Prepare Leave Statement
18. Control Vault Key and account for contents.
19. Any other duties assigned.

EXPERIENCE: Four (4) to Five (5) years experience in the civil service.

QUALIFICATIONS: The incumbent is required to have the Civil Services entry requirements and Government Accounting Basic 1.