



Public Broadcasting Corporation of Jamaica

ACCOUNTING TECHNICIAN (FMG/AT 2)

The main role of the Accounting Technician is to ensure that the organization receives payments for goods and services and properly records the transactions. This is done through the operation of adequate machinery for the assessment, collection, remittance and bringing to account of revenue, if any collected, in compliance with established policies and procedures. See below details:

- Ensure imprest payments are properly authorized and processed in accordance with financial regulations;
- Generate monthly rent and electricity reports detailing paid and unpaid invoices and other accounts receivable activity;
- Prepare invoices for goods and/or services rendered;
- Record non-supporter related banking transactions (bank charges and direct debits);
- Trace the cash receipts to the bank statement to ascertain whether there are deposits not yet acknowledged by the bank;
- Trace the cheques issued to the bank statement to ascertain whether there are cheques not yet presented for payment;
- Maintain imprest system. Ensure accurate reconciliation of transactions and Balance;
- Prepare reimbursement sheet, noting the expenditure codes and amounts, pass to accounts Payable for reimbursement to the Imprest System;
- Ensure that all payments are accounted for and properly posted;
Research any discrepancies by checking bills, invoices, sales receipts and bank deposit records.;
- Prepare payment vouchers
- Maintaining the final expenditure statement, travel register and the employee earning statements;
- Preparing all cheques for certification by the relevant persons;
- Assist with the processing of local travel claims and other allowances in accordance with the government guidelines;
- Assist with maintaining a records management system;
- Preparation of GCT Certificate and upload documents to tax website;
- Following up on payments by sending reminders to customers via phone, email, fax or mail
- Liaise with banks to verify electronic cash transfers and credit card payments

Required Competencies:

- Excellent oral and written communication skills
- Ability to work in a team
- Good Customer and Quality Focus
- Good time management skills
- Good problem solving and decision making skills

Technical:

- Sound Knowledge of Government Accounting procedures
- Working knowledge and experience in **ACCPAC**
- Working knowledge and experience in **MyHR+**
- Financial Administration and Audit (FAA) Act
- Sound Knowledge of general accounting principles and practices
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of Microsoft Office applications

Minimum Requirement Education and Experience:

- AAT Level 2 or ACCA-CAT Level B/Level 2: or
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University; or
- Completion of second year in BSc. Degree in Accounting/Management Studies with Accounting or BBA at an accredited University; or
- ASc. Degree in Business Studies/Business Administration/Management Studies;
- ASc. Degree in Accounting from Management Institute of National Development (MIND); or
- Certificate in Government Accounting Level 2

Remuneration per annum:

Salary Scale - \$917,085.00 - \$1,090,215.00

Applications accompanied by resume to be submitted no later than **28th August 2020** to:

Director, HR Management & Development
Public Broadcasting Corporation of Jamaica
5-9 South Odeon Avenue, Kingston 10
Email: hr@pbcjamaica.org