



NORTH-EAST REGIONAL HEALTH AUTHORITY ACCOUNTS PAYABLE OFFICER (FMG/AT 3)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Regional Office**:

Accounts Payable Officer (FMG/AT 3 – Band 5) - VACANT
(Salary range \$2,190,302 – 2,945,712 per annum)

Summary

Reporting to the Manager Accounts Payables, entering suppliers' invoices on Tax Administration Jamaica (TAJ) Online platform on a daily basis in compliance with TAJ requirements. Uploading NERHA Payables TAJ returns on or before the deadline, assist with emailing payment confirmation, reconciling of suppliers' accounts and assist with the day to day activities of the Accounts department.

Minimum Required Qualification and Experience:

- AAT Level 3; or
- ACCA-CAT Level C/Level 3; or
- ACCA Level 1; or
- NVQJ Level 3, Accounting; or
- Diploma in Accounting from an accredited University or Community College; or
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; or
- A.Sc Degree in Accounting, MIND; or
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; or
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University
- At least three (3) years working experience in general accounting

Specific Knowledge, Skills & Abilities:

- Good analytical skills and sound judgement
- Ability to work on own Initiative
- Ability to communicate effectively both orally and in writing
- Excellent oral and written communication skills;
- Excellent planning and organizing skills
- Knowledge of financial analysis and internal control procedures.
- Maintenance of proper financial management control systems.
- Knowledge and management of the budget and payables systems

Key responsibilities will include but not limited:

- Enter daily WTC (GCT) invoices on TAJ Online Platform
- Generate and submit monthly GCT Report for MOHW
- Enter daily Misc Fees – Director's Fees invoices to TAJ Online Platform
- Generate and submit WTC (WTSS) monthly return to TAJ Online Platform
- Enter Contractor's Levy with-held on a daily basis and submit to supplier
- Email EFT confirmation to suppliers
- Reconciling Lasco Distributor Reagent account to ensure balances correspond with NERHA payables
- Reconciling of vendor accounts
- Assist with EFT payment of invoices
- Assist with preparation of payment vouchers
- Entering of invoices on Great Plains for postings

Specific Conditions Associated with the Job:

- Ability to work beyond normal working hours, as necessary to meet departmental deadlines

Applications accompanied by resume should be submitted no later than **Friday, 2026 June 05** to:

**Director, Human Resource Management & Development
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
E-mail: jobs@nerha.gov.jm**

**PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH
YOU ARE APPLYING**

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED