

NORTH-EAST REGIONAL HEALTH AUTHORITY

ACCOUNTING CLERK 2 (FMG/AC 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and 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 position of **Accounting Clerk 2** at the **St Ann Health Department**.

Summary:

Reporting to the **Accountant 1**, the incumbent is responsible for preparing payment vouchers for processing, ensuring payment vouchers are checked and certified as well as providing assistance in the day to day activities of the Finance department as required.

Qualifications & Experience:

- Four (4) O 'level CXC passes including a numeric subject and English Language.
- Certificates in Accounting from Post-Secondary institutions and in-service training courses in Government Accounting and Voucher Preparation are assets.

Specific Knowledge Required:

- Knowledge of financial analysis and internal control procedures.
- Maintenance of proper financial management control systems.
- Knowledge and management of the budget systems.

Key responsibilities will include but not limited:

- Prepare monthly fees report of income from facilities and enter on Great Plains (GP)
- Prepare and enter other income receive each month on GP
- Prepare and submit payment allocation for Utilities to Service Providers
- Manage all utility accounts for the Region and submit bills to facilities
- Enter utility expenditures each month on GP
- Assist in reconciliation of utility accounts
- Submit payment breakout to suppliers
- Prepare payment vouchers and enter on GP as required

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$1,439,455 – 1,935,907 per annum

Applications along with detailed resume should be submitted no later than **Wednesday, 2026 September 30 to:**

**The 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**

WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS WILL BE ACKNOWLEDGED.