NORTH-EAST REGIONAL HEALTH AUTHORITY

ACCOUNTS PAYABLE OFFICER (FMG/AT 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 **Accounts Payable Officer** at the **Regional Office.**

Summary:
Reporting to the **Manager, Accounts Payables,** the incumbent is responsible for the completion of assigned duties of the payables department as well as providing any needed administrative support.

Qualifications & Experience:

- Five (5) GCE/CXC subjects including Mathematics or Accounts

or

- Certificate in Government Accounting (Module 1)

or

- Certificate/Diploma in Accounting from a recognized business school
- At least one (1) year experience in general accounting

Specific Knowledge Required:

- Knowledge of financial analysis and internal control procedures
- Knowledge of the Financial Instructions of the FAA Act.
- Knowledge of Great Plains Accounting Payables Module
- Good analytical skills and sound judgement
- Exceptional attention to detail and accuracy
- Ability to communicate effectively both verbally and in writing

Key responsibilities will include but not limited:

- Receiving, recording and sorting by priority, accounting documents received from the Procurement Department and Facilities.
- Prepare payment vouchers where required, ensuring they are accurate, properly coded and authorized for payment.
- Enter invoices which are attached to payment vouchers, ensuring adequate details on invoices are noted in long or short description and notepad.
- Keep a track record of CODs payments to ensure invoices are received within one month or 20 workings days after payment.
- Return quotes on receipt of invoices, enter invoice on Accounting Software
- Select on a weekly basis or as instructed payment vouchers, batch as required and submit for payment.
- File paid vouchers and label binders accurately.
- Assist with the reconciliation of suppliers' accounts.
- Entering of NCB Manual cheques on the Accounting Software
- Dispatch cheques to suppliers.
- Preparing batches for online payments including Bulk Orders

REMUNERATION PACKAGE PER ANNUM:
Salary Scale: $1,711,060 – 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Friday, 2025 October 31** 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 or Fax: (876) 795–2747

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