



NORTH-EAST REGIONAL HEALTH AUTHORITY

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 following position at the **Portland Health Department**:

PAYROLL CLERK (FMG/AC 2)

Summary:

Reporting to the **Accountant**, the incumbent will prepare payment vouchers for processing, ensuring payment vouchers are checked and certified in addition to providing assistance in the day-to-day activities of the Finance department as required.

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.

Qualification and Experience:

- Four (4) ordinary level 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.

Key responsibilities will include but not limited to:

- Performing duties relating to payment vouchers, accounts payable, filing and payroll
- Performing transaction processing related to Accounts Payable
- Any other duties assigned by the Accountant.
- Working co-operatively with colleagues and supervisors.
- Demonstrating ethical behavior.
- Adhering to policies and administrative rules and regulations.
- Maintaining behavior appropriately in performing and accomplishing assigned duties.

REMUNERATION PACKAGE PER ANNUM

Salary Scale: \$784, 430 – 932,440 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07** 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.