



## **NORTH-EAST REGIONAL HEALTH AUTHORITY**

### **MANAGER, ACCOUNTS PAYABLES (FMG/PA 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 **Manager, Accounts Payables** at the **Regional Office**.

#### **Summary:**

Reporting to the **Director, Finance & Accounts**, the incumbent is responsible for the management of all procedures in respect of accounts payable, disbursements, the NERHA's Budget and receipts. The incumbent is also responsible for ensuring that proper systems of internal control exist and are being adhered to; the Financial Administration and Audit (FAA) Act, its regulations and instructions and International Public Sector Accounting Standard (IPSAS) are complied with.

#### **Qualifications & Experience:**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; or
- ACCA Level 2; or
- Associate Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Five (5) years of experience working in a similar capacity in Accounting or Finance, with two (2) years at the management level.

#### **Specific Knowledge Required:**

- Knowledge of all aspects of accountancy
- Knowledge and maintenance of internal control procedures.
- Practical experience of EDP systems and their applications.
- Implementation and maintenance of proper financial management control systems.

#### **Key responsibilities will include but not limited:**

- Manages and supervises the accounts payable department and staff in the organization.
- Manages the general ledger and accounts payable and ensure all suppliers accounts are reconciled.
- Ensures that systems, policies, and procedures adhere to company policies while functioning with accuracy and timeliness.
- Ensures that the accounts payable and the organizations' financial obligations are met efficiently.
- Check and Post payables batches to the Great Plains accounting software.
- Ensure payment vouchers are appropriately coded by expenditure code and facility
- Schedule and monitor all cheque payments.
- Monitor and upload all online payment transactions.
- Review and submit payables and related reports to MOHW
- Coordinate the preparation and filing of all monthly tax obligation relating to the accounts payables Department.
- Ensure all paid payment vouchers are accounted for and filed in numeric and date order.
- Create and implement procedures to generate efficiency and track the status of transactions for suppliers & contractors.
- Keep track of the organization's financial obligations and ensure timeliness of payments.
- Monitor and reconcile on a monthly basis major supplier accounts.
- Respond to suppliers request for confirmation of account balances.
- Maintain an accurate payables database that will provide relevant payables reports when requested.

Applications along with detailed resume should be submitted no later than **Friday, 2024 April 30 to:**

#### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$4,266,270 – 5,737,658 per annum along with any other allowance(s) attached to the post.

**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](mailto:jobs@nerha.gov.jm)**

Please ensure **Manager-Accounts Payables** is in the subject of your e-mail.

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