



THE UNIVERSITY COUNCIL OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

POSITION: ACCOUNTS PAYABLES OFFICER
CLASSIFICATION: FMG/AT 2
DEPARTMENT: FINANCE UNIT
REPORTS TO: SENIOR ACCOUNTANT
DIRECT REPORTS: N/A
POST NUMBER: 255960

JOB PURPOSE

- The Accounts Payables Officer is generally required to provide clerical and technical operational support for the Accounting Department. The incumbent must maintain accurate records and files, process and mail invoices and payments, type reports, and key data into a general ledger computer system. Flexibility and a willingness to perform a variety of support tasks are essential to success in this position.

Key Responsibilities:

- Check, verify and process invoices
- Sort, code and enter accounts payable data
- Analyze discrepancies and unpaid invoices
- Maintain vendor files
- Assist in month end reporting procedures
- Process accounts payables as needed
- Perform filing and general administrative tasks
- Prepare and submit invoice orders to suppliers/vendors
- Prepare and coordinate deposit activities
- Process and issue GCT Withholding Tax Certificates for suppliers
- Prepare Monthly GCT Withholding Tax Warrant Summary Report for submission to the Ministry of Education Youth & Information
- Reconciliation of GCT Withholding Tax and process payment to the Collector of Taxes
- Prepare weekly salaries, allowances, travel claims and other payments for staff members, consultants and other claimants and maintaining relevant records.
- Prepare salary deductions and deduction letters for dispatch to suppliers/service providers
- Prepare monthly Payables Report for submission to the Ministry of Education Youth & Information
- Prepare the daily cash balance report, including control of disbursement and balancing of books.

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- Disburse petty cash expenses through imprest and maintain petty cash book.
- Prepare annual returns of Statutory Deductions (SO1).
- Assist the Process Owner in the maintenance of the core and supporting processes associated with the UCJ's Quality Management System
- Assist the Process owner in the implementation of proactive solutions to continually improve the core process
- Assist the Process Owner in monitoring customers' requirements associated with core and supporting processes of the UCJ's Quality Management Systems
- Performs other related functions as directed by the Accountant/ Director of Finance

Required Competencies:

- Knowledge of the Financial, Administration and Audit Act (FAA)
- Knowledge of the Public Bodies Management & Accountability Act (PBMA)
- Knowledge of Government of Jamaica Accounting Practices
- Knowledge of general book keeping procedures
- Knowledge of regulatory standards and compliance requirement
- Knowledge of payroll preparation and administration
- Good interpersonal skills
- Good penmanship
- Ability to read and write
- Good oral and written communication skills
- Good planning and organizing skills
- Well-mannered and good deportment
- Team work and cooperation
- Sound Integrity
- Initiative
- Customer and Quality Focus

Qualifications and Experience:

- A.Sc. Degree in Accounts or Management Studies with specialization in Accounts or ACCA Level 1 or AAT Level 3 or Certificate in Government Accounting
- Minimum three (3) years working experience in accounting
- Experience using accounting software



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Employee (Print Name)

Supervisor (Print Name)

Employee Signature

Supervisor's Signature

Date

Date

Version	Description of changes	Approved by	Revision Date
1.0	N/A	Althea Heron (Mrs) Executive Director, UCJ	May 2, 2018