

## INSTITUTE OF JAMAICA

Applications are invited to fill the following **temporary** position at the National Gallery of Jamaica (NGJ):

### *ACCOUNTING TECHNICIAN (FMG/AT 2)*

#### **JOB SUMMARY**

To provide direct support to the **Accounting Technician 3**, in ensuring the efficient and effective functioning of the Accounts Department.

#### **PERIOD OF EMPLOYMENT**

Six (6) months

#### **KEY RESPONSIBILITIES**

- Records/dispatches salary cheques drawn
- Reconciles salaries, expenditures, and cash book and ensure correct balances
- Prepare statutory deductions cards reconciled with payroll data
- Certifies payment vouchers and assist with preparation of Weekly payroll
- Prepares weekly/monthly payroll using TurboPay software
- Prints payrolls, summaries and pay slips
- Prepares payroll schedules for auditing
- Prepare invoices for Zero-rating in order to facilitate cost-saving
- Prepares lodgements for the bank
- Ensures that the vault is kept secure at all times and keeping safe vault keys, cash pan keys etc.

#### **MINIMUM QUALIFICATIONS/EXPERIENCE**

- Certificate/A.Sc. in Accounting, or
- Government Accounting level 2 MIND
- ACCA – CAT Level 2 Accounts AAT Level 2
- 1 – 2 years' related working experience

*Applications should be submitted no later than Friday, October 8, 2021*

**DIRECTOR HUMAN RESOURCE  
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