



Southern Regional Health Authority

Clarendon Health Department

Compassion | Accountability | Respect | Efficiency

1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI

Tel: (876)986-4548/ 828-1894

Website: www.srha.gov.jm



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at **Chapelton Community Hospital**:

ACCOUNTING CLERK 2 (FMG/AC 2)- vacant

Salary range \$784,430 - \$932,440 per annum and any allowance(s) attached to the post.

Under the supervision of the Hospital Administrator, the incumbent is responsible for providing accounting support for the hospital.

Qualifications & Experience:

- Four (4) *GCE/CXC* subjects including a numeric subject and English Language
- Certificate in Accounting from a post-secondary institution and in-service training course in Government Accounting and Voucher Preparation are assets
- One (1) year related experience

Required Knowledge, Skills and Competencies:

Technical:

- Skills in operating computerized Payroll Accounting Systems
- Knowledge of Government of Jamaica Regulations related to Public Sector Accounting
- Knowledge in effecting Manual and automated bank reconciliations
- Knowledge of the FAA Act and the Staff Orders
- Knowledge of Government Accounting principles and practices

Core:

- Excellent time management and organizing skills
- Good oral and written communication skills
- Good problem-solving skills
- Ability to work in a team
- Good work attitude
- Detail oriented
- Ability to work under pressure to meet deadlines
- Experience in operating computerized accounting systems
- Proficiency in computer applications

Key Responsibilities will include:

- Checking payment vouchers and ensures compliance.
- Assisting with the checking of employees' claims to ensure compliance to policies in place.
- Documenting invoices and claims received and dispatched in the hospital.
- Preparing imprest reimbursements.
- Controlling the petty cash float for the hospital.
- Updating petty cash book on a timely basis.
- Preparing invoice orders and ensures orders are sent to the relevant suppliers.
- Liaising with the Regional Office regarding payment to suppliers as well as queries

- regarding payment of salaries and allowances to staff.
- Checking vouchers for correct rates and codes.
 - Preparing monthly no user fees report.
 - Checking NHF bills and reconciles inpatient bills and ward stocks before invoice is submitted.
 - Assisting with the response to audit queries of the hospital's accounts.
 - Lodging all supplier invoices in Tracking Register on a daily basis.
 - Checking the value and petty cash books on a monthly basis to ensure compliance with financial regulations.

Applications along with resume should be sent no later than **Friday, November 25, 2022** to:

**Senior Human Resource Officer
Clarendon Health Department
1-3 Jackson Street
Denbigh, Clarendon**
E-Mail: clarendonhealthdepartmenthr@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED