**JAMAICA SOCIAL INVESTMENT FUND**

***ISO 14001:2015 Certified***

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**EMPLOYMENT OPPORTUNITY**

The Jamaica Social Investment Fund (JSIF) seeks to hire a suitably qualified person for the following position:

ACCOUNTING CLERK

Under the direct supervision of the Senior Manager Finance, the Accounting Clerk is responsible for the execution of accounting, clerical, bookkeeping and billing functions, to maintain the business transactions of the Jamaica Social Investment Fund through the Finance Department. The incumbent applies financial record-keeping best practice *via* the classification, computation and recording of numerical data to accurately complete financial records and conduct routine calculations for data verification.

Key Responsibilities

* Maintains files of financial documents and other information related to accounting activities
* Processes project and administrative payment requests for, inter alia, works certificates, invoices, and enters transactions into Accounts Payable system
* Prepares cheques for signature and for distribution
* Prepares monthly reconciliations of bank accounts
* Reconciles accounts payable or general ledger accounts
* Evaluates suppliers’ accounts
* Processes and finalizes monthly statutory returns, including General Consumption Withholding Tax
* Files accounting documents, including contracts and payment files for project and administrative expenditures, department journal entries and correspondence
* Scans and uploads information to electronic payments systems
* Reconciles project and administrative claims paid weekly in updating systems
* Communicates payables listing in a timely manner for approval

Required Qualifications and Experience

* Associate Degree in Accounting, AAT Level 2, ACCA-CAT Level 2, or Accredited Certificate in Accounting from a recognized tertiary institution
* Minimum two (2) years’ related working experience
* Specialized training in accounts payable, electronic payment systems, and records management procedures
* Training in Government Accounting and Voucher Preparation would be an asset
* Experience with accounting systems software, preferably ACCPAC

If you meet the requirements, please submit your application by September 8, 2023 to:

General Manager Corporate Services

Jamaica Social Investment Fund

11 Oxford Road (Entrance on Norwood Avenue)

Kingston 5

Email: [jobs@jsif.org](mailto:jobs@jsif.org) (state position applying for in subject line)

We thank all interested applicants, however only persons short-listed for interviews will be contacted.