



# CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

## ACCOUNTS RECEIVABLES OFFICER {NOT VACANT}

### Job Scope

To provide support for the Accounts Receivables function and perform debt collection activities..

### Core Functions

1. Generate invoices and quotations by means of the Accounting System, and check that all charges have been included.
2. Check tear sheets against quotations and insertion orders.
3. Update customer file in the Accounting System on receiving notification of newly approved customers.
4. Monitor job costing system to identify jobs for which no billings have been raised.
5. Code customer receipts, and ensure they have been allocated to the correct receivables account.
6. Generate and check accounts receivable listings and collect amounts due to the Agency on invoices dispatched.
7. Prepare monthly Financial Statements.
8. Administer Withholding Tax on various interest accounts.
9. Act as Relief Cashier.

### Qualification & Experience

- BSc Accounting or ACCA Level 2 from a recognised tertiary institution
- At least two (2) years' experience in the Accounting field.

### Knowledge, Skills and Competencies

- Proficient with Microsoft Office Suite; knowledge of Sage Accounting functions would be an asset
- Self-directed, insightful and keen attention to detail
- Proactive and results-driven, with the ability to meet tight deadlines
- Strong analytical and critical thinking ability, with excellent oral & written communication skills.

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Applications along with résumés should be forwarded no later than **August 26, 2019** to:

**Director, Human Resources**  
**Jamaica Information Service**  
**58a Half-Way Tree Road**  
**Kingston 10**

Email address: [hrmanager@jis.gov.jm](mailto:hrmanager@jis.gov.jm)

**We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.**