



THE OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT

The island's disaster management agency is seeking individuals to join its team in the following capacities:

Accounts Receivables Officer (FMG/AT 2) Salary: 1,711,060.00 per annum

ACCOUNTS RECEIVABLES OFFICER (FMG/AT 2)

Reporting to the Accounts Payable & Payroll Manager, the incumbent is responsible for updating investment accounts and withholding tax certificates.

MAIN FUNCTIONS

- Verify sales invoice and post to system.
- Enter accounts receivable credit and Debit notes
- Update and reconcile receivable sub ledger
- Periodic status reports.
- Prepare schedule of input and output tax
- Prepare monthly GCT Returns
- Maintains file for GCT returns and correspondents
- Investments adjustments updated monthly
- Prepare certificate for Withholding Tax on Specified services and do returns

FUNCTIONAL COMPETENCIES

- Knowledge and use of accounting technology including Sage 300 (Accpac)
- Knowledge of financial and accounting principles and practices including the FAA Act
- Computer Literate with knowledge of spreadsheet applications;

CORE COMPETENCIES

- Oral and written communication skills;
- Integrity/ethics exercised in the performance of duties.
- Time management skills.
- Analytical and problem-solving skills.
- Interpersonal skills;
- Customer relation skills;

QUALIFICATIONS & EXPERIENCE

- AAT level 11 or CAT respectively **OR**
- Any other accredited accounting certification from a recognized Institution;
- At least two (2) years' experience in a similar capacity

Interested persons may send in their applications including cover letter and resume no later than October 21, 2026, to the: -

***Director of Human Resource Management
Office of Disaster Preparedness & Emergency Management
2 – 4 Haining Road
Kingston 5***

Email: jobs@odpem.gov.jm

Please note that responses will be sent to short-listed applicants only.