



**OFFICE OF HIS EXCELLENCY
THE GOVERNOR-GENERAL AND STAFF**

**JOB DESCRIPTION AND SPECIFICATION
ACCOUNTING TECHNICIAN II**

JOB TITLE: Accounting Technician II (Payroll Officer-Fortnightly & Monthly)

JOB GRADE: FMG/AT 2

LOCATION: The Governor-General's Personal Staff

DEPARTMENT: General Administration

UNIT: Finance & Accounting

REPORTS TO: The Director - Finance & Accounting

MANAGES: Not Applicable

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Director – Finance & Accounting

Date

Director – Human Resource &
Administration

Date Created/Revised

JOB PURPOSE

Under the supervision of the Director- Finance & Accounting, the **Accounting Technician II (Payroll Officer - Fortnightly & Monthly)** is responsible for the timely and accurate preparation of fortnightly and monthly salary payments and the compilation of salary and statutory deduction listings. He or she ensures that the financial and management accounting practices in relation to the above tasks comply with the requirements, regulations and instructions of the Financial Administration and Audit Act (FAAA), Government of Jamaica (GOJ) Accounting Policies and Procedures, the GOJ Staff Orders, the King's House Standing Orders, and other financial policies and practices.

The incumbent computes and records the earnings owed to each member of Staff and responds to directives received which results in calculating salaries and deductions: statutory and otherwise. He or she prepares the annual returns at the end of each year for monthly and fortnightly Staff, and submits same to the relevant Government of Jamaica authorities. This position also assumes the role and responsibilities of ***Commitment Control Officer*** for all payroll transactions.

The Accounting Technician II projects a professional image through in-person and telephone interaction, thereby upholding the expected high standards of service delivery, which is considered vital and deserving to stakeholders, staff and visitors to the Unit.

KEY OUTPUTS

1. Fortnightly and monthly salaries are prepared according to established policies and procedures, within the appropriate time frame.
2. Directives are received and acted upon according to the approved instructions.
3. Verification of calculations is sought and the appropriate signatures are obtained at all times.
4. The process for calculating earnings owed to Staff is completed within the required timeframe.

1. Non-statutory deductions, including loans for Staff are done according to authorized requests, and cheques are prepared and dispatched to the appropriate organizations on the specified date.
2. Journal entries are posted to subsidiary salary ledger and the Government Financial Management System (GFMS).
3. Reports are prepared and submitted within the required deadlines, this includes annual statutory returns and the annual Wage Bill.
4. Timely responses to relevant queries are completed.

KEY AREAS OF RESPONSIBILITY

Management/Administrative Responsibilities

Not applicable

Technical/Professional Responsibilities

1. Receive directives and/or instructions from the Human Resource & Administration Director with respect to the details of new employees of the Office and any updates to *Service Records* for current Staff.
2. Adheres to approved systems, policies and procedures for the accurate and timely capture of payroll information and payment of wages and salaries.
3. Examines and verifies the accuracy and validity of all payroll changes.
4. Maintains and updates the ledger and the GFMS journal on a monthly basis.

Wage & Salary Payment Preparation

1. Prepares fortnightly and monthly salaries as well as the relevant salary deduction listings and cheques for fortnightly and monthly paid staff, ensuring that they are dispatched accordingly.
2. Prepares salary journal vouchers with respect to the funding of the salaries account and post to the GFMS.

3. Maintains the *Salaries Control Register* for each fortnightly and monthly payment period.
4. Responds to queries and confidential salary information requests in a timely manner.
5. Carries out monthly checks and verification of salaries and bank deposits from the Accountant General's Department, and reconciles them with warrant requests and allocations.
6. Prepares data for the *Annual Wage Bill Report* and any other compensation related reports. Prepares and files *Annual Returns*.

Other Duties

1. Assists in developing the Unit's Annual Work Plan; monitors its progress and participates in evaluating its performance.
2. Recommends and/or suggests training and development opportunities.
3. Participates in the review and or development of operational systems and procedures and prepares the Unit's Desk Manual.
4. Keeps abreast of current trends and developments geared towards increasing productivity and efficiencies, recommends their adoption and or application where appropriate.
- 5 Prepares weekly progress reports and work plans and submits to the Director.
- 6 Performs any other duty, in keeping with job function, that may be assigned from time to time.

Departmental Human Resource Responsibilities

Not applicable

Other Responsibilities

Not applicable

PERFORMANCE STANDARDS

1. Salaries are paid according to established procedures and within the appropriate time frame.
2. Cheques prepared for payments are supported by the relevant, approved documentation.
3. Processes are completed within the approved timeframe.
4. Agreed standards with respect to breaches of regulations, over payment and incorrect payments, audit queries and response time to audit queries, accuracy of payments, breaches of the various regulations, policies and acts are met.
5. Reports are completed within the required timeframe.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Methods, practices, documents and terminology used in accounting and recordkeeping.
2. Standard office practices and procedures, GOJ policies, procedures and practices governing related financial transactions.
3. Knowledge of relevant computer software and spreadsheet applications.

REQUIRED SKILLS & COMPETENCIES

1. Competent user of personal computers with knowledge of relevant software applications.
2. Able to organize, set priorities and meet deadlines.
3. Possess analytical and problem solving skills.
4. Able to apply good judgement, exercise initiative and cope well under pressure.
5. Effective written and oral and written communication skills.
6. Confidential. Integrity and professionalism are noted in personal conduct and execution of duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- An Associate Degree in Accounting OR Business Administration OR its equivalent from a recognized tertiary institution; OR
- AAT Intermediate Level; OR
- A Certificate in Government Accounting Level 2; AND
- Knowledge of GOJ Accounting; AND
- Three (3) years of progressive related working experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This is a typical office environment, with no adverse working conditions; however, there can be high pressure especially during the salary payment cycle.
- Responsibilities may sometimes require working evenings, with little advance notice.

AUTHORITY TO:

- Request related information.

LIAISE WITHIN THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Director – Finance and Accounting	Provide information and receive instructions Request authorizations for transactions
Accounting Technician III	Share information.

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Not applicable	

March 2022