



ACCOUNTING TECHNICIAN II (FMG/AT 2) **Kingston and St. Andrew Parish Library Network**

Job Purpose

Under the direct supervision of the Senior Librarian, the Accounting Technician II manages the accounting operations of the Parish Library Network ensure the smooth operation of the Accounts Department.

Key Responsibilities

- Computes financial records and statements to generate monthly and quarterly accounting reports
- Calculates and posts wage, salary and other financial transactions to ledgers
- Prepare payroll data and statements for Housing Trust, NIS, Family Benefit Deductions and Income tax
- Verifies and reviews salary data to substantiate accuracy
- Prepares and issues service cheques
- Monitors cash flow and payment of bills

Skills & Competencies

- Sound knowledge of and the ability to interpret and administer the provisos of the Financial and Accounting Audit and Public Sector/Statutory financial instruments
- Good interpersonal skills
- Proficient in accounting software and payroll applications
- Proficient in Microsoft, Excel, Word and other computer applications in general

Minimum Qualifications/Experience

- Certificate in Accounting from a recognized tertiary institution
- Certificate in Government Accounting at Levels 1 and 11 from the Management Institute for National Development (MIND)
- A minimum of two (2) years experience in a Public Sector Organization

Salary Scale: \$917,085.00 - \$1,090,126.00 p.a.