



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
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24th July, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 16/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Accountant, General Accounting (FMG/AT 3)**, salary range \$2,190,302 – \$2,945,712 per annum and any allowance(s) attached to the post in the **St. Thomas Municipal Corporation**.

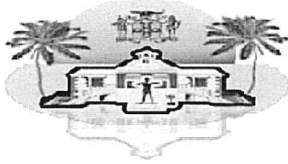
Please see attached the relevant job posting.

Applications are to be submitted no later than 9th August, 2024 to:

Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Please note that only short-listed applicants will be contacted.

M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer



St. Thomas Municipal Corporation
11 Church Street
Morant Bay P.O.
St. Thomas

JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Job Title: ACCOUNTANT, GENERAL ACCOUNTING

Grade: (FMG/AT 3)

Department: ACCOUNT DEPARTMENT

Direct Reports: CHIEF FINANCIAL OFFICER

Accountant General Accounting (FMG/AT 3) Post No. 128179 – salary range: \$2,190,302

JOB PURPOSE

Under the direction of the Chief Financial Officer the Accountant, General Accounting and Operations is responsible to supervise the department and ensure that normality is maintained.

KEY OUTPUTS

- Accounts receivable management (deposit of funds);
- Maintenance and storage of all accounting records.
- Proper monitoring of bank balances.

PERFORMANCE CRITERIA KEY OUTPUTS

- Ensure that grants allocated for all Capital Projects are expended in accordance with Government Regulations
- Ensure that Bank Reconciliation Statements are properly balanced, and that Bank Statements are error free;
- Work in collaboration with the Accountant, Budget and Revenue and Compliance Officer to ensure that all local revenues both current and those owed are collected.

JOB RESPONSIBILITY

1. Check Revenue and Budget Cashbooks;
2. Prepare Monthly journals and post those entries to the main ledger.
3. Check all vouchers for payments in accordance with the relevant Acts, Rules and Regulations that Corporation is government by.
4. Verify the accuracy of P24 forms for submission to the Income Tax Department.
5. Prepare and submit to the Office of the Prime Minister, reimbursement of expenditure for the CDF Account.