



ACCOUNTS RECEIVABLES OFFICER

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The Authority has played a pivotal role in the development of the wireless communication industry which has impacted significantly on the national economy.

Responsibilities

The Accounts Receivables Officer processes invoices and receipts from clients and licensees in a timely manner. The incumbent ensures that transactions are properly recorded that will assist in the preparation of accurate financial statements and related reports, thereby facilitating the organization's achievement of its vision, mission and goals. The principal duties of the Accounts Receivables Officer include:

- Prepare daily lodgments.
- Prepare statements of accounts and reconcile individual clients accounts.
- Reconcile the ACCPAC Accounts Receivable sub-ledger to the General Ledger Control Account on a monthly basis.
- Keeps records, analyze delinquent accounts and prepare relevant statements for clients.
- Reconcile assigned bank account(s) monthly.
- Check and process invoices and receipt batches from the accounts receivable sub-ledger to the General Ledger.
- Prepare assigned audit schedules and liaise with internal and external auditors to provide information requested during the course of the annual audit exercise and scheduled internal audits.

Requirements

- Certified Accounting Technician Level 3 or ACCA Level 1.
- Proficiency in the use of Microsoft Word, Excel and ACCPAC or other accounting software.
- Knowledge of the principles, practices and methods of the Financial Administration and Audit (FAA) Act.
- Minimum of three (3) years' experience in general accounting.
- Minimum of three (3) years' experience in accounts receivables.
- Good oral and written communication skills
- Excellent customer service attitude.

Applications must be submitted no later than April 5, 2024 to:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

.....Shaping Your Future With Wireless.....