



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> CLERK II (ACCOUNTS PAYABLES)	<b>2. DIVISION</b> HEAD OFFICE	<b>3. DEPARTMENT</b> FINANCE (ACCOUNTING)
<b>4. ORGANIZATIONAL RELATIONSHIP</b> The Clerk II (Accounts-Payable) will report to the Accounting Assistant (Payables).		<b>5. NATURE &amp; SCOPE</b> The Clerk II (Accounts-Payable) is responsible for the timely and accurate processing of accounting transactions and information. Provide accounting support through the processing, analysis, investigation and review of Accounting, Financial and Qualitative information.
<b>6. SPECIFIC ACCOUNTABILITIES</b> <p>The Clerk II (Accounts-Payable):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews and verifies accounting transactions and information inputted into the accounting applications on a daily basis.</li> <li><input type="checkbox"/> Manages invoice receipt register.</li> <li><input type="checkbox"/> Ensures that the audit routing system register and daily cheque register is maintained.</li> <li><input type="checkbox"/> Ensures monthly reconciliation of Accounts Payable Sub-ledger with the General Ledger.</li> <li><input type="checkbox"/> Verifies and records the disbursement and replenishment of Petty Cash in accordance with the Financial Policies and Procedures.</li> <li><input type="checkbox"/> Generates monthly open purchase order reports for all units.</li> <li><input type="checkbox"/> Liaise with suppliers for invoices, credit notes etc.</li> <li><input type="checkbox"/> Ensures the accurate completion and submission of supplier invoices packages for payment within the established deadline date.</li> <li><input type="checkbox"/> Verifies the posting of all invoices and cheques entered and signs off invoice receipt registers.</li> <li><input type="checkbox"/> Maintains a supplier accounts and balances in accordance with the Financial Policy of the Authority.</li> <li><input type="checkbox"/> Assists in liaising with Purchasing Officers to ensure that documents are received promptly.</li> <li><input type="checkbox"/> Collaborates with internal departments and external customers to resolve queries and to provide accurate and relevant information as required.</li> <li><input type="checkbox"/> Reviews weekly/monthly reconciliation of supplier accounts and the resolution of all discrepancies with accounting system.</li> <li><input type="checkbox"/> Prepares and maintains contract and lease agreements, monthly accruals schedules for all liabilities outstanding.</li> <li><input type="checkbox"/> Reviews and verifies all transactions processed by Clerk I's to ensure accuracy and compliance with accounting standards and established policies and procedures, which includes suppliers invoice packages, job cards, receipts, general journals, general ledger, audit schedules, etc.</li> <li><input type="checkbox"/> Assists in coordinating the conduct of both internal and external audits at the Finance Department.</li> <li><input type="checkbox"/> Liaises with both internal and external auditors to resolve all audit queries.</li> <li><input type="checkbox"/> Assists in the preparation and timely submission of financial reports and Committee notes.</li> <li><input type="checkbox"/> Assist with the supervision and guidance of subordinate staff.</li> <li><input type="checkbox"/> Provides recommendations for the improvement of the department's existing controls and procedures.</li> <li><input type="checkbox"/> Monitors all contract and lease agreement for renewals.</li> <li><input type="checkbox"/> Ensures proper filing and maintenance of service, contractual and lease arrangements</li> <li><input type="checkbox"/> Maintains utility register, rent register and job card files.</li> <li><input type="checkbox"/> Assists in year-end stock count exercise.</li> <li><input type="checkbox"/> Performs any other duties as requested by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Some knowledge of general office procedures and practices.</li> <li><input type="checkbox"/> Knowledge of modern office practices, procedures and standard office equipment.</li> <li><input type="checkbox"/> Knowledge of departmental rules and applicable regulations and instructions</li> <li><input type="checkbox"/> Ability to make arithmetical computations.</li> <li><input type="checkbox"/> Effective communication skills, both oral and written.</li> </ul>		

- Ability to learn assigned tasks readily and to adhere to prescribed rules and regulations.
- Ability to prepare clear and concise oral and written reports.
- Ability to make minor decision based on precedents and regulations and to apply them to work problems.
- Ability to assign, supervise and review the work of subordinate employees.
- Ability to establish and maintain effective working relationships with colleagues and the public.

#### **8. MINIMUM TRAINING AND EXPERIENCE**

- Training as evidenced by completion of ACCA Level 1.
- Practical experience in established accounting software Microsoft Dynamics GP would be an asset.
- Computer Literate in Microsoft Office Suite.
- At least three (3) years experience in a similar position or in an accounting environment.

#### **9. SUPERVISORY RESPONSIBILITIES**

- Clerk I
- On The Job Trainee

#### **10. COMMUNICATION AND WORKING RELATIONSHIPS**

##### ***Internal:***

- Accounting Assistant (Payables)
- General Manager-Finance
- Manager-Financial Accounting
- Human Resource Department
- Information Systems/Information Technology Department
- Cost and Management Accounting Department
- Central Purchasing Unit
- All other Heads of Departments
- Members of staff

##### ***External:***

- Ministry of Health
- Other Regional Health Authorities
- Suppliers