



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE CLERK II (ACCOUNTS PAYROLL)	2. DIVISION HEAD OFFICE	3. DEPARTMENT FINANCE (ACCOUNTING)
4. ORGANIZATIONAL RELATIONSHIP The Clerk II (Accounts-Payroll) will report to the Accounting Assistant (Payroll).	5. NATURE & SCOPE 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.	
6. SPECIFIC ACCOUNTABILITIES The Clerk II (Accounts-Payroll): <ul style="list-style-type: none"> <input type="checkbox"/> Prepares the Authority's Computerized Payroll as required. <input type="checkbox"/> Prepares payroll expenditure reports and overtime analysis on a monthly basis. <input type="checkbox"/> Collects, sort and processes accounting documents and information, such as journals, payroll documents, etc. on a daily basis. <input type="checkbox"/> Processes travelling vouchers. <input type="checkbox"/> Prepares adjusting journals and transactions for entry into the accounting system. <input type="checkbox"/> Reviews, enters and processes accounting transactions in the accounting system on a daily basis <input type="checkbox"/> Prepares worksheets and payments for arrears for salary, arrears of allowances, overtime, etc. <input type="checkbox"/> Prepares gratuity payments calculations. <input type="checkbox"/> Resolves all discrepancies associated with information presented with internal departments and/or external contacts. <input type="checkbox"/> Verifies increment worksheets, uniform/shoe and hosiery allowance pay sheets, travel vouchers and any other pay sheets as required. <input type="checkbox"/> Verifies update of pay record cards with relevant personnel information and leave administration etc. <input type="checkbox"/> Verifies worksheets and the Authority's monthly schedule prepared by Clerk I. <input type="checkbox"/> Prepares statutory deduction remittance payment reports for submission to Statutory Bodies on a monthly basis. <input type="checkbox"/> Prepares salary overpayment recovery calculations and monthly reports on all recoveries. <input type="checkbox"/> Liaise and negotiates with staff members on appropriate recovery term in accordance with the Authority's policy. <input type="checkbox"/> Makes internal control improvements and recommendations as required. <input type="checkbox"/> Assist in balancing Pay Record Card annually for the preparation of TD4s. <input type="checkbox"/> Assists in the preparation of annual budgets (estimate) for consulting and contracted services. <input type="checkbox"/> Assists junior staff with work schedules. <input type="checkbox"/> Assists with any computer-related (EZPAY payroll system) problems. <input type="checkbox"/> Assists in year-end stock count exercise. <input type="checkbox"/> Performs any other duties as requested by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of modern office practices, procedures and to operate standard office equipment. <input type="checkbox"/> Effective communication skills, both oral and written. <input type="checkbox"/> Ability to learn assigned tasks readily and to adhere to prescribed rules and regulations. <input type="checkbox"/> Knowledge of departmental rules and applicable regulations and instructions <input type="checkbox"/> Ability to make arithmetical computations. <input type="checkbox"/> Ability to prepare clear and concise oral and written reports. <input type="checkbox"/> Ability to make minor decisions in accordance with precedents and regulations and can apply them to work problems. <input type="checkbox"/> Ability to assign, supervise and review the work of subordinate employees. <input type="checkbox"/> Ability to establish and maintain effective working relationships with other colleagues and members of 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
- Messenger
- On The Job Trainee

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

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

External:

- Ministry of Health
- Other Regional Health Authorities
- Suppliers