



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE CLERK II (ACCOUNTS PAYROLL)	2. DIVISION • HEAD OFFICE • SANGRE GRANDE HOSPITAL CAMPUS • ST. ANDREW/ST. DAVID • NARIVA/MAYARO	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): ❑ Prepares the Authority’s Computerized Payroll as required. ❑ Prepares payroll expenditure reports and overtime analysis on a monthly basis. ❑ Collects, sort and processes accounting documents and information, such as journals, payroll documents, etc. on a daily basis. ❑ Processes travelling vouchers. ❑ Prepares adjusting journals and transactions for entry into the accounting system. ❑ Reviews, enters and processes accounting transactions in the accounting system on a daily basis ❑ Prepares worksheets and payments for arrears for salary, arrears of allowances, overtime, etc. ❑ Prepares gratuity payments calculations. ❑ Resolves all discrepancies associated with information presented with internal departments and/or external contacts. ❑ Verifies increment worksheets, uniform/shoe and hosiery allowance pay sheets, travel vouchers and any other pay sheets as required. ❑ Verifies update of pay record cards with relevant personnel information and leave administration etc. ❑ Verifies worksheets and the Authority’s monthly schedule prepared by Clerk I. ❑ Prepares statutory deduction remittance payment reports for submission to Statutory Bodies on a monthly basis. ❑ Prepares salary overpayment recovery calculations and monthly reports on all recoveries. ❑ Liaise and negotiates with staff members on appropriate recovery term in accordance with the Authority’s policy. ❑ Makes internal control improvements and recommendations as required. ❑ Assist in balancing Pay Record Card annually for the preparation of TD4s. ❑ Assists in the preparation of annual budgets (estimate) for consulting and contracted services. ❑ Assists junior staff with work schedules. ❑ Assists with any computer-related (EZPAY payroll system) problems. ❑ Assists in year-end stock count exercise. ❑ Performs any other duties as requested by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES ❑ Knowledge of modern office practices, procedures and to operate standard office equipment. ❑ Effective communication skills, both oral and written. ❑ Ability to learn assigned tasks readily and to adhere to prescribed rules and regulations. ❑ Knowledge of departmental rules and applicable regulations and instructions ❑ Ability to make arithmetical computations. ❑ Ability to prepare clear and concise oral and written reports. ❑ Ability to make minor decisions in accordance with precedents and regulations and can 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 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