



## **CAREER OPPORTUNITY**

### **THE ELECTORAL COMMISSION OF JAMAICA**

**Invites applications from suitably qualified persons for the following positions:**

#### **PAYROLL OFFICER (FMG/AT 1) – HEAD OFFICE (KINGSTON)**

##### **Job Summary**

The incumbent is responsible for preparation and printing of payroll for monthly or fortnightly staff and assists with the preparation of annual returns.

##### **Core Duties**

- Enters payroll information for, managers, monthly staff & retainer fees by:
  - a) receiving adjustment correspondence from accountant thru the payroll supervisor;
  - b) sorting and classifying information;
  - c) making adjustments on the computer;
  - d) presenting adjustment correspondence entered on the computer to the payroll supervisor for verification.
- Filing adjustment correspondence in the relevant salary information file.
- Prepare salary controls and update travel registers.
- Writing salary and deductions cheque.
- Preparing monthly remittances for upload.
- Printing payrolls for fortnightly and/or monthly staff.
- Assisting with preparation of statutory and deduction payment vouchers and annual returns.
- Performs other related duties that may be assigned.

##### **Minimum Qualification & Experience:**

- AAT Level 2 or;
- ACCA-CAT Level B or;
- Certificate in Accounting from an accredited University or;
- Associate Degree – Accounting, MIND or;
- Government Accounting Level 2, Modules 1-5 or;
- Completion of second year in Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from an accredited University.

**Salary band: \$829,623 - \$986,161 per annum**

**Applications should be submitted by Friday January 21, 2022 to:**  
**The Director, Human Resource Management**  
**P.O. Box 671, G.P.O., Kingston**  
**Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)**

*We thank all applicants for their interest but only shortlisted candidates will be contacted.*