



## **CAREER OPPORTUNITY**

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

**Invites applications from suitably qualified persons for the post of**

### **PAYROLL OFFICER (FMG/AT 1)**

#### **Core Functions**

- Enters payroll information for all staff by:
- Receiving adjustment correspondence from Accountant through the Payroll Supervisor
- Sorting and classifying information
- Making adjustments on the electronic system
- Presenting electronic adjustment correspondence to the Payroll Supervisor for checking or verification
- Preparing salary controls
- Writing salary and deduction cheques
- Preparing monthly remittances for upload to electronic banking system
- Assisting with the preparation of statutory and deduction payment vouchers and annual returns
- Preparing P24 and P45 forms

#### **Required Qualification and Experience**

- AAT Level 2 or ACCA-CAT Level B or Certificate in Accounting from a recognized 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 a recognized University .
- At least two (2) years’ experience in Government Accounting
- Knowledge of MY HR + Payroll System
- Proficiency in standard computer applications (Microsoft Word, Excel, PowerPoint)

**Salary band:** \$1,550,136 - \$2,084,761 per annum

**Applications should be submitted by Thursday August 31, 2023 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.**