



ACCOUNTS PAYABLES OFFICER

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The Authority has played a pivotal role in the development of the wireless communication industry which has impacted significantly on the national economy.

Responsibilities

The Accounts Payables Officer processes payments to suppliers, Government entities and other organisations and ensures that transactions are properly recorded that will assist in the preparation of accurate financial statements and related reports. The principal duties of the Accounts Payables Officer include:

- Processing payments to suppliers, ensuring that payments are timely and accurate.
- Preparing payment vouchers for statutory payments and/or voluntary deductions from payroll.
- Reconcile individual suppliers account.
- Reconcile ACCPAC Accounts Payable sub-ledger to General Ledger Control Account on a monthly basis.
- Prepares daily Cash Report
- Reconcile the main current account and any other assigned bank account monthly.
- Assist with updating the Fixed Asset Register on a monthly basis.
- Assist with preparing withholding tax schedules/reconciliations and ensure that all certificates are received for submission to the relevant tax authorities.

Requirements

- Certified Accounting Technician Level 3 or ACCA Level 1.
- Proficiency in the use of Microsoft Word, Excel and ACCPAC or other accounting software.
- Knowledge of the principles, practices and methods of the Financial Administration and Audit (FAA) Act.
- Minimum of three (3) years' experience in general accounting.
- Minimum of three (3) years' experience in accounts payables
- Good oral and written communication skills
- Excellent customer service attitude.

Applications must be submitted no later than June 18, 2025 to:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

.....Shaping Your Future With Wireless.....