



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

BSJ Bureau of
Standards
Jamaica

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

Accounts Payables Officer
Finance and Accounts Division
Pay Scale: \$3,501,526, - \$4,709,163

Reporting Relations:

Reports to: Chief Accountant

Supervises:

1. Accounts Payables Clerk

Summary of Position:

The incumbent will manage the timely liquidation of the Bureau's liabilities in accordance with established policies and procedures and internal accounting.

Major Duties and Responsibilities:

- Prepare weekly payments schedule based on cash discount potential, payment terms, established priorities, customer's request, invoices received, cheque requests received and advice from supervisor/manager
- Update payables sub-ledger to capture full extent of liabilities
- Ensure that all necessary supporting source documents are provided before the payment process begins
- Ensure all relevant approvals are given and evidenced on source documents before payment is effected
- Ensure that cheques prepared are attached to source documents and that details are in agreement before certifying.
- Ensure unprinted cheque leaves are properly secured.
- Monitor accounts payable to ensure that there are no long outstanding amounts
- Prepare and analyze management report for chosen division to assess the performance
- Maintain accurate detailed schedules of all staff loan
- Reconcile accounts payable subsidiary ledger with general ledger balance

Minimum Educational Requirements:

- Bachelor's Degree in Accounting or Finance or Pursuing ACCA Level II
- Computer literate

Experience:

- Three (3) years experience in an Accounting Department as a Payables Officer
- Experience in Supervisory position as an Accounting Officer or Payables Officer

Knowledge, Skills and abilities:

- Excellent interpersonal and communication skills
- Working knowledge of PBMA and the FAA Act
- Knowledge of Government Procurement Policy and other regulations
- Good customer service attitude
- Knowledge of Microsoft Office and Accounting Software
- Good leadership and motivational skills
- Good analytical skills
- Ability to meet tight deadlines
- Keen eye for details

Applications must be submitted no later than

10 April 2026 at 4:00 p.m. by email to:

Manager, Human Resource Management & Development

Bureau of Standards Jamaica

6 Winchester Road

Kingston 10

Email: HRMD@bsj.org.jm