



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

Reporting Relations:

Reports to: Chief Accountant

Supervises:

1. Accounts Receivables Clerk (Billing)
2. Accounts Receivables Clerk (Cashier)

Summary of Position:

The incumbent is responsible to oversee the receivables activities of the organization thereby minimizing delinquency and managing invested funds while ensuring the availability of sufficient cash for debts that are due.

Major Duties and Responsibilities:

- Checks lodgments prepared by the Accounts Receivables Clerk (Cashier) and ensures that they are made daily to the bank.
- Checks, verifies, and authorizes invoices prepared by Accounts Receivables Clerk (Billing)
- Monitors cheque disbursement
- Monitors the Petty Cash Funds to ensure timely replenishment and disbursement according to policy
- Checks bank balances daily and advise the Chief Accountant
- Recommend excess funds for investment
- Reviews listing of aged accounts and taking appropriate action as per collection policy and procedures
- Performs credit review process for consideration by the Chief Accountant
- Extends credit to approved credit customers as per credit policy
- Investigates and resolves customer queries
- Interacts with customers to resolve outstanding matters

- Reconciles accounts receivable sub-ledger with General Ledger
- Prepares year-end audit schedules for items in balance sheet accounts related to receivables
- Convenes internal divisional discussions on monthly reports for departments assigned to incumbent and to subordinates

Minimum Educational Requirements:

- A Bachelors Degree in Accounting or Finance or ACCA level II
- Intermediate or advanced literacy of Microsoft Office Suite

Experience:

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

Knowledge, Skills and abilities:

- Good interpersonal and communication skills
- Working knowledge of Public Bodies Management and Accountability Act and Financial Accounting and Audit Act
- Good customer service skills
- Working knowledge of Microsoft Office Suite and Accounting Software
- 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