



**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:

Payroll Clerk
Finance and Accounts Division
Pay Scale: \$1,711,060, - \$2,301,185

Reporting Relations:

Reports to: Payroll Officer

Supervises:

1. none

Summary of Position:

The incumbent will assist in preparing and effecting the timely and accurate payment of compensation and any deductions thereof.

Major Duties and Responsibilities:

- Effects the timely compensation of employees paid outside of the regular payroll period by ensuring presentation of proper documents with relevant attachments in order to effect smooth processing.
- Assist in effecting the monthly payroll by checking for proper documentation and accuracy.
- Assist with the input of employees' monthly information to the electronic payroll system.
- Prepare monthly pay slips for employees by keying data to payroll software and emailing to staff.
- Assist in the preparation and dispatch of Statutory and Voluntary Deductions by checking information from salary deductions and preparing vouchers in order to effect payment to various institutions.
- Prepare statutory letters upon request; for staff both past and present to be taken to the relevant government agency to confirm their records
- Prepare and analyze variances on monthly reports for meeting with Director, Finance and Accounts in order to assess division's performance
- Assist in preparation of journal entries which are reconciled on a monthly basis to the payroll and accounting software

- Assist in the preparation of Audit Schedules
- Reconcile Accounts on a monthly basis

Minimum Educational Requirements:

- Diploma in Business Administration (with Accounting Emphasis) or AAT
- Computer literacy in Microsoft Office with knowledge of Payroll and Accounting software

Experience:

- One (1) years' experience in a similar capacity

Knowledge, Skills and abilities:

- Working knowledge of PBMA and the FAA Act
- Good interpersonal and communication skills
- Good customer service attitude
- Working knowledge of Microsoft Office and Accounting Software
- Good analytical skills
- Ability to meet tight deadlines
- Keen eye for details
- Confidential

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