

GOVERNMENT OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

FIREARM LICENSING AUTHORITY

JOB TITLE	<b>ACCOUNTING CLERK/CASHIER</b>
JOB GRADE	FMG/AC 2
POST NUMBER	
DIVISION	Kingston H2 Office
REPORTS TO	Financial Accountant
MANAGES	\$1,272,269.00 per annum

**Job Purpose**

The incumbent is responsible for collecting all revenue paid directly to the Authority and ensuring that the correct lodgements are made to the appropriate accounts.

**Key Outputs**

- Revenue collected and receipt issued reconciled.
- Lodgement slips and relevant documentation prepared.
- Customer accounts records are maintained.
- Courteous relationships with customers are developed and maintained.
- Revenue efficiently collected and accounted for.

**Key Responsibilities**

- File renewal forms (copy) and copies of receipts.
- Ensure that cheques are approved before acceptance.
- Interface with customers to receive revenues and ensure correct accounts are maintained. This includes:
  1. Verifying the legitimacy of documents and the correctness of fees payable.
  2. Issuing, signing and stamping receipts to authentic customers.
  3. Entering correct data such as taxpayer registration numbers.
- Receive and process all revenues. This includes:
  1. Receiving and checking all cash and approved cheques.
  2. Print daily revenue collected report.
- Process credit card payments and prepare monthly credit card statement.
- Prepare lodgement slips and relevant documentation to deposit monies to the Bank account.

- Maintain money containers transported to the bank, rubber and metal stamps and receipt books in use.
- Assist in maintenance of customers' records.
- Liaise with relevant officers to process refunds for customers.
- Ensure the security of all cash.
- Ensures that revenues are efficiently collected and accounted for
- Ensures that cheques are approved before acceptance.
- Interfaces with customers to receive revenues
- Ensures the correct accounts are maintained
- Have lodgments ready for Courier service at the designated times
- Revenues from customers are correctly processed within acceptable timescale.
- Transaction details from all related documents are properly interpreted and entered correctly.
- Revenue accounts are accurately maintained in accordance with revenue administration procedures.
- Established policies, rules and procedures are adhered to.
- Monthly reports and work paper documentation are accurate and complete.
- Reports meet quality standard and produced within agreed timeframe.
- Confidentiality, sensitivity and integrity are exercised in the execution of duties
- Monitors the activities (imprest and custody) of the petty cash
- Assists in the preparation of payment vouchers
- Maintains the closed user group (CUG) register
- Updates the earnings record
- Prepares lodgements

### **Other Responsibility**

- Perform other related duties assigned from time to time by management.

### **Authority (decisions the post holder has the power to make or recommend)**

- Issue and stamp receipts.
- Have lodgments ready for Courier service at the designated times

### **Performance Standards**

- Revenues from customers are correctly processed within acceptable timescale.
- Transaction details from all related documents are properly interpreted and entered correctly.
- Revenue accounts are accurately maintained in accordance with revenue administration procedures.
- Established policies, rules and procedures are adhered to.
- Monthly reports and work paper documentation is accurate and complete.
- Reports meet quality standard and produced within agreed timeframe.
- Confidentiality, sensitivity and integrity are exercised in the execution of duties

### **Internal and External Contacts:**

#### **Internal Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
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Divisional Heads and Customer Service Officers	To share information in respect of customer records.
Accounts Unit	To provide information on daily, monthly revenues.

### **External Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Customers	To receive payments.

### **Working Conditions:**

- Work is performed in a standard office environment

### **Required Competencies:**

- Good interpersonal skills
- Good time management skills
- Good communication skills (both oral and written)
- Good customer relations skills

### **Qualifications**

- AAT Level 1 or equivalent
- Two (2) years related working experience and required training.
- Working knowledge of relevant computer systems and applications.