



<https://www.dcs.gov.jm/job/collections-and-disbursement-officer-fmg-at-1/>

COLLECTIONS AND DISBURSEMENT OFFICER (FMG/AT 1)

Description

The incumbent is responsible for collecting, reconciling, and reporting on all Bank Statements query and error observed. Prepares a monthly Bank Reconciliation Statement for each Bank Account, recording all outstanding cheques monthly. Maintains full responsibility for all monies/cheques collected/ disbursed and to ensure the proper accounting of all lodgments to the relevant bank accounts.

Employment Type

Full-time

Industry

Rehabilitation Industries Branch

Base Salary

\$ 1,711,060 - \$ 2,301,186

Date posted

October 29, 2024

Valid through

15.11.2024