



CAREER OPPORTUNITY

The Jamaica Cultural Development Commission (JCDC) a Statutory Body within the Ministry of Culture, Gender, Entertainment and Sport with a mission to influence national development positively, by creating opportunities that unearth, develop, preserve and promote the creative talents and cultural expressions of the Jamaican people, through a professional and dynamic team; hereby invites applications from suitably qualified persons to fill the position of:

CASHIER (LEVEL 2)

Under the direction of the Financial Accountant, the Cashier is the custodian of all cash and cheques received in the Commission and to dispatch all cheques prepared by the Finance Department and collecting fees and charges, issuing cheques and maintaining appropriate accounting records/files.

Functions

- Receipts all cash and cheques received by the Commission
- Lodges all cash resources
- Custodian of the Commission's petty cash
- Records all petty cash transactions in the petty cash book immediately after each transaction
- Disburses cheques
- Prepares daily cash balance report
- Completes monthly salary bank account reconciliation reports, with journal entries
- Performs cashier or other duties at National Events

- Preparation of cheques and other documents for pickup by Courier Services
- Prepares monthly receipt summary and journal entries
- Prepares monthly report showing outstanding staff mileages
- Checks and prepares on request, staff mileage payments
- Files Block Vote payment vouchers
- Prepare balance and make lodgments to the relevant Bank accounts
- Makes timely call to creditors to collect cheque(s) prepared

Qualifications & Experience

- Diploma in Accounting, Business Administration or related field
- A minimum of two (2) years experience in a similar capacity
- Or any equivalent combination of education and experience

Compensation Package

- Salary: \$991,396.00 - \$1,178,458.00 per annum
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Suitable applicants should submit an application letter with detailed resume no later than
Friday, December 22, 2017:
to

The Director of HRMD&A
Jamaica Cultural Development Commission
3-5 Phoenix Avenue, Kingston 10
Email: jcdccarops@gmail.com Subject: Cashier

Thank you for your interest in this position, however, only shortlisted candidates will be contacted.