



National Irrigation Commission Limited

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons for the position of:

SENIOR ACCOUNTING CLERK (ST. CATHERINE)

Job Purpose

Under the general supervision of the Systems Accounting Officer, the Senior Accounting Clerk provides general accounting support and assistance within the Accounts unit by processing, preparing, reconciling, posting transactions and information and preparing audit schedules.

Key Responsibilities

- Prepares Fortnightly payrolls and maintains payroll records;
- Ensures the disbursement of personal and statutory deductions to the related agencies by the 14th of succeeding month;
- Prepares and remits annual returns to the related agencies by January 15, of each year;
- Prepares payments vouchers and Bank upload batches for supplier/vendors
- Assists with the preparation of monthly expenditure and revenue statement for the district;
- Reconciles bank accounts and prepares bank reconciliation statements;
- Assists with preparing Fortnightly requisition for draw down of funds from the Head Office;
- Assists in examining budget data supplied by Senior Work Superintendent for its submission to the Regional Systems Manager;
- Checks General Ledger reports after they have been printed;
- Performs any other related functions assigned.

Qualification/Experience/Competencies

- Associate Degree or Diploma in Accounting or an equivalent certification from an accredited institution
- One (1) year working experience in a similar role
- Basic knowledge of basic accounting and payroll systems.
- Knowledge of Great Plains Accounting Software would be an asset
- Ability to use Microsoft excel
- Ability to communicate effectively both orally and in writing
- Positive attitude and good interpersonal skills

How to Apply:

We are inviting interested persons who meet the requirements to apply by submitting a cover letter and detailed Resume no later than May 15, 2026 to:

The Manager, Human Resources & Industrial Relations
National Irrigation Commission Limited
P.O. Box 631
Kingston 6
Or email: HR@nicjamaica.com