

Agro-Investment Corporation, an entity under the ambit of the Ministry of Agriculture, Fisheries and Mining, is seeking to identify a highly motivated, dynamic, and knowledgeable individual to fill the post of:

Accounts Receivable Clerk Level 4 (\$2,190,302 – \$2,945,713)

Job Summary

Reporting to the Accountant, the Accounts Receivables Clerk is responsible for securing revenue by verifying, posting receipts and resolving discrepancies. This role involves keeping track of and processing incoming payments, maintenance of registers and subsidiary ledgers in compliance with financial policies and procedures of the Corporation.

Key Responsibilities Areas

General Ledger Accounting

- Ensures the timely preparation of adjusting entries for posting in the General Ledger;
- Reconciles accounts receivables transactions

Accounts Receivables

- Posts customers' payments by recording cash, cheques, and credit card transactions;
- Maintains up-to-date billing system;
- Updates receivables by totalling unpaid invoices;
- Follow ups, collection and allocation of payments;
- Reconciles the accounts receivable ledger to ensure that all payments are accounted for and properly posted;
- Maintains Accounts Receivable history and files;
- Prepares and send out Invoices and Statements for clients;
- Prepares letters for clients as requested by Supervisor;
- Maintains up to date Accounts Receivables information for lessees on all Agro Parks and other spaces and for the tenants at AMC and other facilities.
- Resolves collection issues by examining customers' payment plans, payment history and credit line;
- Maintains constant dialogue with the Properties and Fixed Assets Department;
- Submits to the Properties and Fixed Assets Department, through the Supervisor, updates on Aged Receivables and all actions taken;
- Protects organization's value by keeping information confidential;

- Organizes a recovery system and initiate collection efforts;
- Communicates with customers via phone, email, mail or personally;
- Investigates and resolve customers' queries;
- Ensures that all audit queries related to the payment of receivable process are suitably answered and that all the necessary corrective measures recommended are implemented;
- Assists in the preparation of schedules for auditing purposes;
- Provides accurate monthly financial and management reports.

Required Skills & Competence

- Ability to communicate effectively in written and oral format
- Good organizational and time management skills including the ability to handle multiple tasks simultaneously
- Ability to work with details
- Excellent analytical and problem-solving skills
- Good human relations skills
- A good understanding of the accounting principles underpinning general ledger, and accounts receivables transactions
- Knowledge of relevant Government of Jamaica accounting procedures
- Good knowledge of computerized accounting systems and other relevant computer applications including MS Office, Email, QuickBooks & ACCPAC, Excel and software

Minimum Required Qualification and Experience

- NVQ-J Level II or III, Diploma in General Accounting /CAT level 2 or ACCA level 1
OR
- AAT level 2 or Associate Degree in Accounting from a recognized institution
- Two (2) years' experience in accounts receivable/collections and general ledger accounting

Application accompanied by a resume must be submitted no later than **Friday, April 18, 2025**, to:

Snr. Director, HRM & Administration
Agro-Investment Corporation
188 Spanish Town Rd.
Kingston 11
Or by email to: vacancies@agroinvest.gov.jm

Please note that the title of the position MUST be included in the subject and only shortlisted applicants will be contacted.