



# CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the under-mentioned position in the Directorate of Finance and Accounts

## Data Entry Clerk – (Level 4)

### **QUALIFICATION AND EXPERIENCE:**

- Four (4) CXC/GCE subjects including English and a numerical subject such as Mathematics or Accounts.
- Certificate in Computer Studies.
- Three (3) years computer related operating experience.

### **SKILL REQUIREMENTS:**

- Typing Skills at 50 w.p.m.
- Integrity and honesty.
- Detail conscious

### **REPORTING RELATIONSHIP:**

Report to: Data Processing Supervisor

### **HIGHLIGHT OF JOB FUNCTION:**

- Enter information from payment vouchers in the Project Accounting System (PAS) Module and print Transaction Edit Report.
- Enter payroll information from Employee Amendment Records to produce monthly/fortnightly payroll.
- Print cheques for each batch of vouchers listed on Transaction Edit Report and extract daily cheque transaction report.
- Inform the Data Processing Supervisor of any difficulties in accessing menu options applicable to this position.
- Store sensitive information accurately ensuring confidentiality in accordance with instructions given.

Applications should be submitted no later than  
**Wednesday, 2022 January 05 to:**  
**Manager, Personnel and Industrial Relations**  
**National Works Agency**  
**140 Maxfield Avenue**  
**Kingston 10 or**

Application can be sent via email to:  
**Recruitment@nwa.gov.jm**

The Agency thanks all applicants.  
Only individuals short-listed will be contacted.