



PRIVATE SECURITY REGULATION AUTHORITY

Cashier

Salary Range \$816,026- \$969,999 p.a.

The Private Security Regulation Authority, a department of the Ministry of National Security is seeking to engage the services of a **Cashier** (Level 4) on a one year **CONTRACT** for its **Montego Bay Regional Office**.

Qualification and Experience

- Four (4) G.C.E. O'Level/CXC Subjects including English Language, Accounts and Mathematics.
- Three (3) years' experience using Microsoft Office Suite.

Summary of Duties

- Check and verify prescribed accompanying documents attached to applications;
- Check applications to verify category and period of payment and allocate funds to the various categories of fee structure;
- Verify status of applications on system and make changes where necessary before printing receipts;
- Print an issue receipts for application forms submitted in respect of security company and personnel and record receipt numbers accordingly;
- Balance cash receipted, print receipt and lodgment reports, prepare lodgments for the bank and post same to cash book daily;
- Assist company representatives with prescribed fees due to renewal of company and personnel;
- Post expenditure to the general ledger, file payment vouchers and update inventory records;
- Prepare daily, monthly, and ad hoc reports.

Interested persons are invited to submit applications by **January 21, 2022 to:**

applications@psra.gov.jm.

We thank all applicants, however only shortlisted candidates will be contacted.

Please visit our website at www.psra.gov.jm for more information