



## **ADVERTISEMENT**

We are in search of qualified persons who are interested in a commitment to progress as we move forward in the fulfillment of our goal as the Leading Caribbean Airport.

**MBJ Airports Limited invites applications for the position of:**

### **Accounts Clerk – Billing & Collection**

Reporting to the Billing & Collection Supervisor, the individual is responsible for performing various clerical and routine accounting tasks in support of an operating unit, inclusive of collecting, reconciling and depositing all revenues, making entries, inputs to financial reporting system output, processing payments and preparation of various financial reports.

#### **QUALIFICATIONS AND EXPERIENCE**

- Associate Degree in Accounting or related qualification from a recognized tertiary institution.
- Sound knowledge of computerized accounting applications including Word, Excel, ACCPAC.
- Knowledge of cash management principles and procedures.
- Knowledge of basic customer service standards.
- Work experience in Accounting would be an asset.

The successful candidate should possess the ability to maintain confidentiality of records and information, as well as excellent interpersonal and communication skills.

The ideal candidate should be a team player with a mindset of strong performance in a changing environment; demonstrate a strong attention to detail and have excellent time management skills.

Interested persons should submit their applications by **July 25, 2023**, to:

**The Human Resource Manager  
MBJ Airports Limited  
Sangster International Airport  
Montego Bay, St James  
Email: [vacancies@mbjairport.com](mailto:vacancies@mbjairport.com)**