An exciting opportunity awaits you within the National Health Insurance Board (NHIB) in the post of

ACCOUNTS PAYABLES OFFICER

DUTIES AND RESPONSIBILITIES

- Processing of expense and other payable transactions.
- Preparing purchases orders as requested for approval.
- Processing Health claim invoices for payment
- Preparing checks for Health claim providers and creditors by working closely with the claims Department in the processing of claim payments
- Process credit card payments for operating and claim payments when necessary.
- Preparing wire transfers/money order and take to the Bank.
- Listing checks in logbook
- Manage & reconcile the NHIB Petty Cash
- Reconciliation of Accounts Payable to General Ledger
- Maintaining the Accounts Payable sub-ledger
- Update vendor files as necessary
- Maintaining the accuracy of vendor statements and refer disputes to supervisor.
- Maintain relationships with vendors.
- Working closely with the Operations Department in the analysis of claims.
- Working with the Accountant in preparation of claims accruals monthly.
- Preparing multiple copies of claims payments to ensure documents are provided to Operations department.
- Filing of all documents within the Accounts Department.
- May perform other duties as assigned by the immediate supervisor or any other person authorized to give instructions or assignments.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in finance or equivalent with 3 years of experience in accounting;
- Ability to analyze spreadsheet information.
- Thoroughness and Reporting Research results
- Knowledge of computerized accounting (Great Plains) and record keeping systems.
- Ability to establish and retain effective working relationships with vendors.
- Must be able to use Microsoft Office Suite (Word, Excel, Power Point etc.)
- Demonstrates a high level of integrity and professionalism.
- Ability to deliver to strict deadlines and to work under pressure.
- Good written, oral, interpersonal, communication and customer services skills.
- Working knowledge in the use of personal computing software including spreadsheet applications and word processing, and operating systems applications
- Proficient at handling multiple tasks at one time
- Ability to maintain strict confidentiality.

Salary will be commensurate with qualifications and experience.

All Applications should be emailed to: recruitment@tcinhip.tc

We would like to thank all applicants for their interest. However, only those who are selected for an interview will be contacted. Applicants who applied for any of the above listed positions do not have to reapply. Qualified Belongers may also submit a copy of their applications to the Commissioner of Labour & Immigration Board after submitting applications to the National Health Insurance Board Human Resource department.
Deadline for Submission is 29 April 2023