



CERTIFIED PUBLIC ACCOUNTANT

CAREER OPPORTUNITY

Seeking a confident, thorough accountant with a proven track record of ensuring account accuracy and efficiency. As a new hire you will be involved in every aspect of the accounts department including payables and receivables. The successful candidate will be deadline-driven, detail-oriented and prioritize customer satisfaction.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- CPA
- 5+ years relevant accounting experience
- Experience using QuickBooks for AP and AR
- Competent in reviewing invoices for accuracy and completeness
- Trained in reconciling accounts

JOB DESCRIPTION

- Liaise with vendors and clients over AP and AR
- Prepare, review and issue client invoices daily
- Generate and distribute weekly statements
- Identify and resolve potential invoice discrepancies with vendors and clients
- Generate financial reports to assist stakeholders with analyzing cash flow and company performance
- Perform scheduled audits on financial records and statements
- Weekly payroll management including calculating employee wages and deductions and disbursing remuneration
- Maintenance of staff savings
- Submit national insurance contributions
- Prepare and submit tax filings
- Monthly preparation of bank reconciliations

Interested persons should forward resume to info@isabahamas.com