



CAREER OPPORTUNITY

SENIOR ACCOUNTS EXECUTIVE

RESPONSIBILITIES:

- Preparing monthly financial statements and reporting on a timely basis
- Processing and posting journal entries
- Maintaining daily bank balances and reconciliations
- Reconciling various general ledger accounts and maintaining assigned schedules
- Facilitating daily and month-end system processes and reports
- Facilitating the necessary accounting processes to ensure accounts payable and accounts receivable are processed/posted in a timely and efficient manner
- Processing disbursements
- Assisting with the annual Business License process
- Preparing Value Added Tax computations and returns
- Assisting with annual audit preparations
- Maintaining the fixed assets register
- Assisting with the implementation and maintaining of Internal financial controls and procedures
- Working on special projects as assigned by the Financial Controller

REQUIREMENTS:

- Bachelor's degree in Accounting
- CPA or equivalent
- Minimum of seven years working experience in accounting
- Analytical mind with strong conceptual and problem-solving skills
- Meticulous attention to detail with superb organizational skills
- Ability to work under pressure and meet tight deadlines
- Critical thinker with a high proficiency in math
- Ability to work independently and as part of a team
- Ability to prioritize and multi-task in a fast-paced environment and meet required deadlines
- Excellent oral and written communication skills
- Proficient with MS Word and Excel

APPLY:

Email your resume with a cover letter to positions@sunshineholdingsltd.com by July 5th, 2024.

****Only short-listed candidates will be contacted****