

## **CAREER OPPORTUNITY**

### **SENIOR ACCOUNTS EXECUTIVE**

#### **RESPONSIBILITIES:**

- Process and post journal entries
- Maintain daily bank balances and perform reconciliations
- Reconcile various general ledger accounts and manage assigned schedules
- Ensure timely and efficient processing/posting of accounts payable and accounts receivable
- Process disbursements and payroll
- Prepare monthly financial statements and timely reports
- Facilitate daily and month-end system processes and reports
- Assist with the annual Business License process
- Prepare Value Added Tax filings
- Assist with audit preparations
- Maintain asset registers
- Aid in implementing and maintaining internal financial controls and procedures
- Work on special projects as assigned by the Financial Controller

#### **REQUIREMENTS:**

- Bachelor's degree in accounting, finance, or a related field
- CPA or equivalent is preferred
- Minimum of five years of experience in accounting
- Proficiency in MS Word and Excel
- Excellent attention to detail and organizational abilities
- Strong analytical and conceptual problem-solving skills
- High proficiency in mathematics
- Strong prioritization skills and ability to meet deadlines
- Ability to work both independently and collaboratively
- Excellent verbal and written communication skills

#### **APPLY:**

Email your resume with a cover letter to [finance.bahamas@gmail.com](mailto:finance.bahamas@gmail.com)