

# **CAREER OPPORTUNITY**

## **Senior Accounting Associate**

This is a candidate requiring a Bachelors Degree and 5 years of relevant experience, including auditing.

### **Responsibilities:**

1. Provide oversight (review, monitor, and report) of all business transactions to ensure that they are consistent with company policies and procedures.
2. Produce external financial reports, VAT returns, Business License returns and other statistical documents required by government agencies to remain in compliance.
3. Liaise with internal and external auditors to ensure audit readiness.

### **Tasks:**

1. Examine management policies and procedures for effectiveness and propose new processes or amendments for financial improvement
2. Ensure financial data entry is accurate and investigate data inconsistencies
3. Prepare financial statements for internal and external use, providing commentary on the impact of new business practices or changes in business regulations.
4. Process and archive end of month reports.
5. Submit applications to government agencies for tax compliance certificates, annual business license, and the Bahamas National Statistical Institute
6. Fulfill external auditor's and other regulatory organizations' requests for reports
7. Produce bank accounts and other financial reconciliation reports.
8. Update and maintain accounting journals, ledgers and records.
9. Prepare tax reports

Candidates may send their resume to [dcmoss@premiumfoodsbahamas.com](mailto:dcmoss@premiumfoodsbahamas.com).