

# **SENIOR ACCOUNTS CLERK**

## **NASSAU BASED**



Bahamas Striping Group of Companies is seeking to hire a result-driven, detailed-oriented Accounts Clerk with a comprehensive understanding of booking and accounting practices to be based in Nassau.

### **GENERAL DUTIES & RESPONSIBILITIES:**

- Payment processing for vendors in a timely manner
- Invoicing for jobs
- Fixed Assets Accounting
- Bank Reconciliations
- Accounts Payable reconciliations
- Intercompany Reconciliations
- Assisting the Controller in the Finalization of accounts
- Perform any other day-to-day accounting functions as assigned.

### **CORE COMPETENCIES, SPECIAL REQUIREMENTS & ATTRIBUTES:**

- Excellent time management skills and the ability to multitask.
- Organizational skills necessary
- Attention to detail.
- Result-oriented in a fast paced environment
- Strong numerical skills
- Must work well in a collaborative environment.
- Excellent human relations and interpersonal skills
- Flexible and adaptable with the ability to work under pressure to meet deadlines while maintaining accuracy.
- Knowledge of Microsoft Office Suites including Outlook, Word, Excel, and PowerPoint.
- Ability to use and learn new computer systems is essential.

### **EDUCATION/ EXPERIENCE DESIRED**

- Must have 3-5 years of relevant experience.
- Must possess basic knowledge of accounting.
- Should have worked in QuickBooks Accounting.

**Please e-mail resumes and supporting documents to:**

**[pbrown@bahamasstriping.com](mailto:pbrown@bahamasstriping.com)**