

Bookkeeper Position

Hillside Bahamas – Nassau Bahamas

Job description

Hillside Bahamas is seeking a detail-oriented and experienced Bookkeeper to join our team. As a Bookkeeper, you will be responsible for maintaining accurate financial records, managing accounts payable and receivable, and ensuring compliance with financial regulations. This is a great opportunity for someone who is highly organized, has strong attention to detail, and enjoys working in a fast-paced environment.

Responsibilities:

- Maintain accurate and up-to-date financial records using accounting software
- General Ledger, Process accounts payable and accounts receivable transactions
- Reconcile bank statements and credit card transactions
- Prepare and submit monthly financial reports
- Assist with budgeting and forecasting
- Assist with payroll processing and employee expense reimbursements
- Ensure compliance with financial regulations and company policies
- Assist with year-end audits and tax preparations
- Provide support to the finance team as needed

Requirements:

- Solid understanding of basic accounting principles
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- High level of integrity and professionalism
- Associate's or bachelor's degree in accounting or related field is preferred

To apply, please submit your resume and a cover letter

to bob@hillsidebahamas.com outlining your relevant experience and why you are interested in this position. We thank all applicants for their interest; however, only those selected for an interview will be contacted

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Industry

- Retail Apparel and Fashion

Employment Type

Full-time