

JOB DESCRIPTION

Job Title: Senior Financial Accountant

Location: Nassau, Bahamas

Department: Finance

Reports to: Chief Financial Officer

COMPANY OVERVIEW:

We are a prominent real estate development company based in Nassau, Bahamas, specializing in high-quality residential and commercial property development and management. Our commitment to excellence and sustainable growth has established us as a leader in the Bahamian real estate market.

POSITION SUMMARY:

The Senior Financial Accountant will be responsible for overseeing the accounting functions for both the parent company and its subsidiaries. This multifaceted role encompasses Accounts Payable, Accounts Receivable, Cash Management, Financial Reporting, Property Accounting, and special projects. The ideal candidate will maintain accurate financial records, ensure compliance with local regulations, and provide critical financial insights to support business decisions.

MAIN DUTIES & RESPONSIBILITIES:

Financial Accounting & Reporting:

- Maintain comprehensive accounting records for the parent company and its wholly owned subsidiaries
- Prepare and analyze monthly, quarterly, and annual financial statements
- Support month-end and year-end closing processes
- Develop and maintain financial reporting packages for management
- Implement and maintain internal financial controls
- Assist with external audits by providing necessary documentation and explanations

Real Estate Development & Property Management Accounting:

- Manage capitalization of appropriate costs according to accounting standards

- Maintain fixed asset registers and calculate depreciation
- Process invoices and payments to contractors and vendors
- Assist with property management and tenant communication
- Process rent billings, collections, and Common Area Maintenance reconciliations
- Monitor delinquencies and assist with collection efforts
- Prepare property performance reports

Cash Management & Treasury:

- Reconcile all bank accounts and prepare cash flow reports
- Monitor cash positions and assist with cash forecasting
- Process timely payment of all expenses

Accounts Payable & Receivable:

- Monitor all accounts receivable for both parent and wholly-owned subsidiaries
- Process vendor invoices and ensure timely payments
- Reconcile vendor statements and resolve discrepancies
- Maintain accurate vendor files and records

Tax & Regulatory Compliance:

- Prepare and submit VAT and Real Property Tax payments
- Ensure compliance with local statutory filing obligations
- Stay current with changes in Bahamian tax laws and accounting regulations

Intercompany & Other Responsibilities:

- Reconcile intercompany accounts
- Process payroll for subsidiary company
- Manage employee enrollment in Health Plan
- Assist with financial forecasts and budgets for subsidiaries
- Support the CFO with special projects and ad hoc analyses
- Assist with property management duties as needed

QUALIFICATIONS:

Education & Experience:

- Bachelor's degree in Accounting, Finance, or related field
- Minimum 5+ years of accounting experience

Knowledge & Skills:

- Sound technical knowledge of accounting standards (IFRS preferred)
- Strong financial and analytical skills
- Proficiency in accounting software and Microsoft Office applications

- Excellent written and oral communication skills with strong attention to detail
- Ability to work under pressure and meet deadlines
- Highly organized and self-motivated
- Professional demeanor with a high degree of confidentiality
- Strong problem-solving skills and critical thinking ability
- Team player with the ability to work independently when required

COMPENSATION & BENEFITS:

- Competitive salary commensurate with experience
- Comprehensive health insurance
- Professional development opportunities
- Paid time off and holidays

Please submit resumes to info@oldfortbay.com by Tuesday May 6th 2025