



Title: Accounts Associate

Bahama Blu, a leading bottled water company, is seeking a highly motivated and detail-oriented individual to join our team as an **Accounts Associate**. This role is crucial to our financial operations, ensuring the accuracy of our accounting processes and overseeing the seamless management of inventory as a key component of our accounting responsibilities.

Role and Responsibilities:

- Maintain accurate and up-to-date financial records, including accounts receivable, accounts payable, and general ledger entries.
- Monitor and report cash movements and track all financial activities within the company.
- Manage customer accounts by processing payments, issuing invoices, and addressing discrepancies promptly.
- Generate comprehensive financial reports and cash flow summaries for management review.
- Oversee and reconcile the movement of inventory.
- Conduct inventory audits to verify stock levels and adjust accounting records accordingly.

Experience and Skills:

- At least 3 years of experience in accounting, with a strong understanding of financial principles, inventory accounting, and cost analysis.
- Proficient in accounting software (e.g., QuickBooks) and Microsoft Office Suite, particularly Excel.
- Strong analytical and problem-solving skills, with a focus on accuracy and attention to detail.
- Excellent communication skills, with the ability to interact effectively with customers, suppliers, and internal teams.
- Demonstrates initiative and can work independently or collaboratively with a team.
- Able to quickly adapt to changing demands and contribute immediately to the team.

If you are ready to embark on a challenging and rewarding career with Bahama Blu, please submit your resume to careers.bahamablu@gmail.com. Join us in our mission to provide the best quality bottled water to our customers while contributing to the financial success and growth of Bahama Blu.

Bahama Blu is an equal opportunity employer. We encourage candidates from all backgrounds to apply.