

ACCOUNTING & OPERATIONS MANAGER

Reports to: CEO

Position Summary:

The Accounting and Operations Manager is responsible for managing the financial records of the company to ensure accurate record keeping as well as overseeing the day-to-day activities of the company, ensuring safe, efficient, and customer-focused service delivery. This includes managing staff, maintaining equipment, coordinating bookings, and ensuring compliance with safety and regulatory standards.

Key Responsibilities:

- Maintain accurate and up-to-date financial records e.g. logs, invoices, reports etc.
- Process accounts payable where applicable.
- Manage cash flow and ensure proper segregation between companies.
- Support inventory tracking and cost management for equipment and supplies.
- Manage employee records, payroll and staff benefits inclusive of NIB.
- Manage daily operations including staff, activity coordination, and customer service.
- Assist with onboarding and offboarding of staff.
- Coordinate bookings, including online and in-person reservations.
- Ensure safety protocols and emergency procedures are followed.
- Organize and manage company documents, both digitally and physically.

Competencies

- Strong attention to detail and accuracy
- Excellent organizational and time management abilities
- Discretion and integrity with handling sensitive information
- Energetic, proactive, and able to multitask
- Comfortable working in fast-paced operational settings
- Good communicator and team collaborator

Qualifications

Associates or bachelor's in Accounting, Management, Business Administration or relevant field preferred. Minimum of 2 years experience in a similar position. Proficiency with Microsoft Office suite.

Submissions

Qualified applicants should submit their resume via email to careers@bahamasjetboat.com by 25th September 2025.