

ACCOUNTANT CLERK

Seeking a confident, thorough accountant clerk with a proven track record of ensuring account accuracy and efficiency. As a new hire you will be involved in every aspect of the accounts department including payables and receivables. The successful candidate will be deadline-driven, detail-oriented and prioritize customer satisfaction.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor's degree (or higher level) in accounting required
- 5+ years relevant accounting experience
- Experience using QuickBooks for accounts payables and receivables
- Competent in reviewing invoices for accuracy and completeness
- Trained in reconciling accounts

JOB DESCRIPTION

- Liaise with vendors and clients over accounts payables and receivables
- Prepare, review and issue client invoices daily
- Generate and distribute weekly statements
- Identify and resolve potential invoice discrepancies with vendors and clients
- Generate finance reports to assist stakeholders with analyzing cash flow and company performance
- Perform scheduled audits on financial records and statements
- Responsible for all tasks involving payroll management including calculating employee wages and deductions and disbursing remuneration
- Maintenance of Staff Savings
- Prepare and submit tax filings
- Monthly preparation of bank reconciliations
- Submit National Insurance Contributions

Please submit resumes to info@isabahamas.com.