

JUNIOR ACCOUNTANT

Applications are invited from interested and suitably qualified individuals for the position of **Junior Accountant**, Providenciales.

Description

The Junior Accountant will provide support to the Finance team in the management of the company's financial and regulatory responsibilities by accurately recording, processing, and reporting financial transactions, including accounts payables, in compliance with applicable policies and regulatory standards. This position plays a key role in maintaining the financial integrity of the organization through tasks such as ledger maintenance, reconciliations, and assisting with financial reporting, ultimately leading to the achievement of the company's goals and objectives.

Main Duties & Responsibilities

General Accounting:

- Process daily accounting transactions, including accounts payable, accounts receivable, and general ledger entries.
- Maintain accurate and up-to-date financial records, ensuring proper documentation and compliance with internal controls.
- Prepare journal entries and assist with monthly accruals as part of the financial close process.
- Allocate freight costs to appropriate invoices and coordinate with the Materials Management team to resolve outstanding purchase orders in a timely manner.
- Assist with Work Order closure activities, including confirmation of completion and necessary follow-ups.
- Support the Finance team in the timely execution of monthly and year-end financial close procedures.

Reporting and Reconciliations:

- Assist Accountants with maintaining the Fixed Asset Register, including tracking acquisitions, disposals, and retirements, and ensuring all related documentation is complete and accurate.
- Support the cash management process by preparing weekly cash position reports to aid in liquidity planning and financial oversight.
- Perform bi-weekly and monthly bank reconciliations to ensure accuracy of financial records and timely resolution of discrepancies.
- Assist in monitoring and maintaining the Inventory Management and Work Order system, including related account reconciliations.
- Complete account reconciliations as assigned by the Financial Accountants, Manager, or Director of Financial Services, ensuring accuracy and adherence to reporting deadlines.
- Prepare the Executive Expense report on a monthly basis for review by the Financial Accountant.
- Prepare Capitalized Vehicle Charges report on a monthly basis for review of Financial Accountant.

JUNIOR ACCOUNTANT

Main Duties & Responsibilities Cont'd

Planning & Support:

- Support budget tracking and variance analysis under the supervision of senior finance staff.
- Provide administrative and operational assistance to the Finance team to ensure smooth day-to-day functions.
- Collaborate with cross-functional teams to collect data for financial analysis, forecasting, and reporting.
- Assist with research and documentation for key Finance projects, contributing to data-driven decision-making.
- Consolidate responses for the CARILEC benchmarking questionnaire for submission and internal review.
- Prepare the monthly Vehicle Costing Report for review and use by the management team.
- Collect and organize financial documents and reports required for internal and external audits.
- Assist the Senior Accounts Payable Specialist with invoice processing, vendor communications, and related administrative tasks.
- Assist in the development, review, and regular updating of process narratives and documentation to ensure accuracy, clarity, and compliance with internal controls and regulatory requirements.
- Perform additional accounting and administrative duties as assigned to support departmental goals.

Academic/ Technical/ Management Experience and Qualifications:

- **Education:** Associates or Bachelor's degree in Accounting or Finance from an accredited university or college, with a minimum GPA of 3.0.
Experience: 2–3 years of relevant work experience in accounting or finance, with demonstrated responsibility for similar tasks and functions.
- **Technical Skills:** Proficient in Microsoft Office Suite, particularly Excel, Word, Access, and PowerPoint. Experience with ERP systems is strongly preferred.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to clearly convey financial information and collaborate effectively across teams.
Level: Entry-level position designed for candidates with foundational knowledge and practical experience in accounting and financial operations.

Abilities, Skills, Experience, Aptitude & Judgement

- **Decision Making:** Given the significant quantity of duties & responsibilities required, meeting deadlines consistently will make the effective planning of assignment of responsibilities. Good judgment coupled with guidance from the Senior Financial Accountants in considering alternatives in making timely decisions will be expected.

JUNIOR ACCOUNTANT

Abilities, Skills, Experience, Aptitude & Judgement Cont'd

- **Reasoning Ability:** Ability to logically, methodically, and expeditiously sort through multiple scenarios and options. Demonstrate ability to quickly adapt thing to situations.
- **Complexity & Judgment:** Detailed analysis are a fundamental requirement for this position requiring experience in analysis, good judgment and confidence to work with others and through others to reach solutions and implement recommendations.
- **Supervision Required:** Will interface largely with Accountants, Accounts Payable, Materials Management and other relevant departments in the maintenance of Fixed Assets, Inventory Management, Work Order System and other related modules. However, the requirements of this position require someone who is highly motivated and capable of accomplishing assignments with minimal supervision.
- **Confidential Data:** This position will be exposed to confidential information, financial results, product costs and selling prices, customer information, etc. The highest level of integrity is expected and needed for this position. Anything less will be detrimental to the business.
- **Impact of Errors:** Finance and other relevant departments will base their action and/or corrective action plans upon the support and analysis provided by the Junior Accountant. Therefore, the consequences resulting from misinformation or errors could be substantial although unquantifiable at this time. The utmost degree of competency, accuracy, and thoroughness is required in this position.
- **Proactive:** Must possess strong business results orientation. Must have the ability to partner with team members to achieve Finance strategic goals and objectives.
- **Other Skills:** Strong ability to interpret and organize financial data into clear, actionable reports. Must be detail-oriented, proactive, and comfortable working hands-on to investigate and resolve discrepancies.

Program training to be completed:

- External Courses & Seminars
- Online Courses
- Professional certifications such as CPA, ACCA, CIA, CMA
- Internal Cross Training within the various areas within the Finance Department
- **Compensation is commensurate with experience and qualifications.**