



Accounting Officer

Join us as Accounting Officer and play a vital role in the financial management of our catering business. We are looking for someone who is motivated and organized to be responsible for executing various accounting tasks, ensuring accuracy, compliance, and timely reporting. You will collaborate closely with the Financial Controller and other departments to support the overall financial health of the organization. If this is the perfect role for you then apply today!

Key Responsibilities:

- Maintain accurate and up-to-date financial records.
- Record daily transactions in QuickBooks.
- Reconcile bank statements and other financial documents.
- Process supplier invoices, ensuring accuracy.
- Prepare and execute timely payments to vendors.
- Reconcile supplier statements and address discrepancies.
- Generate customer invoices and ensure timely delivery.
- Monitor and collect outstanding receivables.
- Reconcile customer accounts and resolve billing issues.
- Liaise with departments to track aging invoices.
- Assist in the preparation and monitoring of budgets.
- Report budget variances and provide explanations.
- Ensure that all AR/AP invoices are entered and processed by the 10th working day of each month.
- Actively reconcile all Balance Sheet & Income Statement accounts.

Key Requirements and Skills:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 2 years experience as an accountant or accounting officer.
- Proficiency in accounting software and MS Office applications excel, PowerPoint etc.
- Strong understanding of accounting principles and regulations.
- Excellent attention to detail and organizational skills.
- Analytical and problem-solving skills.
- Effective communication and interpersonal abilities.
- Time management and multitasking capabilities.
- Integrity and adherence to ethical standards.

Company Benefits:

Health Insurance, Pension contributions and Daily Lunch.

Other requirements:

A valid Cayman Islands Driver's License and own transportation is required.

Applicants must have a no-convictions police record.

Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration.

Apply HERE: <https://miseenplace.bamboohr.com/careers/45>