



Job Description – Accounting Assistant

The Accounting Assistant supports the Finance Department in maintaining accurate financial records, ensuring compliance with company policies, and meeting critical reporting deadlines. This role plays a vital part in managing day-to-day accounting operations, including accounts payable, accounts receivable, reconciliations, and vendor relations. Working closely with the Financial Controller and cross-functional teams, the Accounting Assistant helps ensure that Mise en Place maintains strong financial controls, efficient systems, and reliable data to support decision-making and operational success.

Responsibilities

Accounts Payable (AP)

- Process supplier invoices with accuracy and ensure proper coding to relevant cost centers.
- Prepare and execute timely vendor payments according to company payment cycles.
- Reconcile supplier statements and resolve discrepancies promptly.
- Verify proper authorization and documentation for all payable transactions.
- Maintain organised electronic and physical filing systems for vendor records.

Accounts Receivable (AR)

- Generate and issue customer invoices in a timely manner.
- Monitor outstanding balances and follow up with clients on overdue payments.
- Reconcile customer accounts and resolve billing issues efficiently.
- Liaise with internal departments to track aging invoices and support collections efforts.

Banking & Reconciliation

- Record daily transactions in QuickBooks/Aqilla and reconcile bank accounts regularly.
- Verify and reconcile credit card, petty cash, and other subsidiary accounts.
- Assist with preparing monthly reconciliations and schedules for reporting purposes.

Month-End & Reporting

- Ensure that all AP and AR invoices are entered and processed by the 10th working day of each month.
- Support the Financial Controller in preparing month-end reports, schedules, and analysis.
- Assist in maintaining accurate balance sheet reconciliations and supporting documentation.
- Help identify and resolve accounting discrepancies or irregularities.

Collaboration & Administrative Support

- Work closely with the Finance Manager and Office Administrator to maintain smooth day-to-day financial operations.
- Delegate and review tasks assigned to the Office Administrator, such as petty cash reconciliations, Gino's daily sales reports, and utilities tracking.
- Support communication and coordination across departments to ensure financial accuracy and timeliness.
- Assist the Finance Manager and Financial Controller with advanced accounting or analytical tasks when required.

**Key Qualifications and Skills**

- Bachelor's degree in accounting, Finance, or a related field.
- Minimum of 2 years' experience in accounting or finance.
- Proficiency in QuickBooks, MS Office (especially Excel and PowerPoint), and general accounting systems.
- Strong knowledge of accounting principles and financial regulations.
- Excellent attention to detail, accuracy, and organizational skills.
- Analytical mindset with problem-solving abilities.
- Strong time management and multitasking skills.
- Excellent communication and interpersonal skills, fostering collaboration within the finance team.
- Integrity, discretion, and adherence to ethical standards.
- Ability to work efficiently in a fast-paced, deadline-driven environment.

Other Requirements

- Clear Police Clearance Report.
- Caymanians and Permanent Residents are strongly encouraged to apply and will receive priority consideration.

To apply, please visit: <https://miseenplace.bamboohr.com/careers/93>