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Antilliaans Dagblad

Antillean Soap Company B.V. is offering an exciting new career opportunity for an energetic young professional in the position of

Accounting Clerk

REQUIREMENTS

- **Cash Register:** Manage petty cash, perform cash counts, and prepare bank deposits.
- **Booking of Journal Entries:** Record financial transactions in the accounting system, amongst others for bank, weekly / monthly accruals, payroll.
- **Monitor Export Clients Database:** Prepare review client orders, prepare and send necessary documents to export clients in conformity with regulations.
- **Coding and Booking of Local Invoices:** Assist Accounts Payable (AP) when necessary.
- **Weekly Payments:** Receive and process payments from AP.
- **Fixed assets:** Maintain fixed assets register.
- **Monthly Reconciliation:** Reconcile bank, petty cash, and other accounts. Ensure balance sheets are accurate and up to date.
- **Inventory Management:** Assist with inventory count, process and analyze results.
- **Provide Assistance and Supporting Reports for Audits:** Support audit processes with necessary reports.
- **Assist with Weekly and Monthly Reporting:** Contribute to regular financial reporting.

JOB TYPE

Full time

EXPERIENCE

Previous experience in an accounting or clerical role is preferred.

LEVEL OF EDUCATION

A Bachelor's degree in Accounting, Finance, or a related field is required.

Antillean Soap Company B.V. is part of the MetaCorp Group, a leading international conglomerate, active across multiple industries, this provides a range of future career growth opportunities.

Assist with Other Accounting Tasks as Necessary: Provide support as needed for various accounting duties.

MAIN RESPONSIBILITIES

The **Accounting Clerk** is responsible for the accurate and efficient administration of account work papers for assigned balance sheet accounts, ensuring that all work performed conforms to company policies, procedures, and standards. The role requires 100% dedication to the company's general interests.

- Pay careful attention to detail.
- Work with a prominent level of accuracy.
- The ability to work to strict deadlines.
- Be well organized.
- Flexible.
- Be a good team player.
- Willing and able to assist with other operational tasks when necessary.

Interested?

Send your application letter and CV to danutta.hansen@metacorp.cw

For additional information, call Danutta Hansen at +5999 737 7177