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**Antilliaans Dagblad**

## OUR COMPANY:

Cargill is an International producer and marketer of food, agricultural, financial and industrial products and services. Founded in 1865, our privately held company employs 131,000 people in 66 countries. We help customers success through collaboration and innovation and are committed to sharing our global knowledge and experience to help meet economic, environmental and social challenges. For more information, visit [www.cargill.com](http://www.cargill.com)

For our Bonaire facility, Cargill Salt Bonaire B.V., we are seeking:

**JOB TITLE: OFFICE MANAGER**

## DESCRIPTION

The Office Manager will help establish and maintain our accounting policies and fiscal controls, helping prepare financial reports and safeguarding our organization's assets. We seek a professional with a thorough knowledge of accounting principles and practices. In this role, you will help build accurate standard financial statements that comply with established requirements and policies.

## KEY ACCOUNTABILITIES

- Apply accounting techniques and standard practices to classify and record financial transactions
- Help maintain and monitor the control of accounts and records in areas such as disbursements, expenses, tax payments, pension payments, insurance payments and income
- Perform traditional general accounting functions such as accounts receivable, accounts payable and general ledger
- Draft segments of statements and reports and begin to handle assignments involving data analysis
- Review and create standard accounting report packages
- Contribute input to new setup and changes in existing financial applications to optimize effectiveness
- Independently solve moderately complex issues with minimal supervision, while escalating more complex issues to appropriate staff
- Management of Sickness Leave and Payments
- Other duties as assigned

## MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field or equivalent experience
- Minimum of two years of related work experience
- Must be fluent in Dutch, Papiamentu, and English. Spanish is desirable
- Familiarity with Microsoft Office and QuickBooks
- Strong attention to detail and follow-up
- Ability to prioritize work to meet deadlines
- Experience participating in moderately complex accounting activities remove across a country or multisite

## WE OFFER

- Salary according to skills, experience, education, character, talent
- Good secondary benefits including pension plans, dental care

## TO APPLY

Send your application letter written in English together with your C.V. to: [Adriana Alvarez@cargill.com](mailto:Adriana.Alvarez@cargill.com)

Application closing date: May 15<sup>th</sup>, 2021