



## JOB OPENING

# Accountant

DEZE VACATURE IS GEPLAATST IN HET  
**Antilliaans Dagblad**

The Accountant is responsible for managing daily accounting tasks including preparing financial statements, balance sheets & preparing for monthly/ year end closing. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

### Key Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Preparation of monthly/yearly closings
- Assist with other accounting projects

### Job Requirements:

- +3 years accounting experience
- University degree in accounting and/ or finance
- Excellent analytical and problem solving skills. Can work under tight deadlines & pressure
- Ability to analyze details
- Excellent Microsoft Excel skills
- Sense of ownership and pride in your performance and your impact on a company's success

Please send your resume (in English) to: [penha-recruitment@jlpenha.com](mailto:penha-recruitment@jlpenha.com)

