

A fantastic opportunity to join a growing team for one of the world's leading online betting & casino companies. Pinnacle was founded in 1998 and we offer bettors the best odds, highest limits and a winner welcome policy.

We are an award-winning, global company looking for high performance and talented

BOOKKEEPER

to be based in our Curacao office. The Bookkeeper will be responsible for helping ensure accounting and bookkeeping objectives are met, financial results are reported accurately, timely and completely and corporate policies and procedures and regulatory practices are adhered to. The Bookkeeper will be the lead with a special responsibility for the upkeep and management of the financial administrations of all companies.

Key activities:

- Booking all journal entries accurate, complete and on time in the correct administration
- Processing incoming invoices in QuickBooks
- Manage accounts payable / receivable
- Keeping the administrations at general ledger accounts up to date
- Filing invoices, bank statements and scan all documents / FedEx / other docs
- Manage the current accounts between the group companies
- Creating and booking intercompany sales invoices
- Manage the suspense accounts
- Fixed assets and depreciation reconciliation

Skills & Qualifications:

- Bachelors in Accounting/Finance
- International work experience
- Microsoft Office in general and Microsoft Excel specific
- QuickBooks / Accounting Software
- Good communication skills - Fluent in English
- Care in dealing with sensitive information and maintain confidentiality and discretion
- Attention to details

Knowledge & Experience:

- Bookkeeping experience is required, and candidates should at least have an advanced bookkeeping education (e.g. bookkeeping certificate).
- Experience with bank reconciliation and with QuickBooks (accounting software)
- Official working language is English.

If this sounds like a great next step, you can apply by sending your resume and application letter in **English** to recruitment@pinnacle.com. We look forward to receiving your CV.