

Jetair Caribbean is looking for: Financial – Accounting Administrator

The Administrator maintains accurate books on accounts payable and receivable, payroll and daily financial entries and reconciliations of the company and performs daily accounting tasks such as but not limited to ; monthly financial management reporting and correct general ledger entries, record payments and adjustments.

THE DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR ARE:

- Maintaining records of financial transactions by posting transactions in the general ledger and ensuring legal and professional requirements compliance.
- Constantly reviewing the completeness and accuracy of the existing chart of accounts and define bookkeeping policies and procedures.
- Maintaining subsidiary accounts by verifying, allocating and posting transactions
- Balancing subsidiary accounts by reconciling entries
- Balancing general ledger by preparing trial balance; reconciling entries
- Maintaining historical records
- Preparing financial reports by collecting, analyzing, and summarizing account info and trends
- Complying with local legal requirements; enforcing adherence to same; filing reports and advising management on needed actions.
- Proactively providing guidance and advice to other colleagues in the Finance/Accounting department as to bookkeeping and accounting issues.
- Following directives of management as to required management information reports and ensures timely delivery as agreed on. Proactively advises on recommending new reports.
- Provides accounting support to other administrative collaborators
- Comply with any other directives issued by Management.

QUALIFICATIONS REQUIREMENTS:

- “SPD Diploma” or “Moderne Bedijfsadministratie” with a least 5 years’ experience
- Very well-versed in QuickBooks
- Versed in minimally Word, Excel and PowerPoint.
- Proactively review existing standards and change/develop these where warranted.
- Good analytical and communications skills
- Able to deal with complexities.
- Able to deal with stress pressure associated with TIMELY delivery of financial and management reports.
- Attentive to details
- Proactive, not introvertive
- Affinity with the airline industry is a definite plus.
- Experience in budgeting process and management reporting.

WE OFFER

- Salary and benefits in line with the market
- A pleasant and exciting working environment

DO YOU HAVE WHAT IT TAKES TO BE PART OF THE JETAIR COMMUNITY?

Send your application with your resume by mail at HR@jetaircaribbean.com.

