

Open position: **Office Administrator**

Description.

- Responsible for all areas relating to accounting functions and financial reporting.
- Responsible for daily, weekly, and monthly accounting tasks and activities.
- HR related objectives.
- Liaison with tax/ advisers
- Accomplishes accounting and organization mission by completing related results as needed.
- Meets accounting financial objectives by forecasting requirements; Support annual budget process; scheduling expenditures; analyzing variances; initiating corrective actions.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, and evaluation of financial data; preparing special reports.
- Guides other departments by researching and interpreting accounting policy, applying observations and recommendations to operational issues.

Requirements

- Bachelor's degree in administrative field supplemented with the basic course in HR and social legislation and basic knowledge of accounting.
- At least 5 years' experience in a similar position.
- Extensive knowledge of and experience with automated/computer software systems including Microsoft Office.
- Numerical insight and accuracy.
- Communication skills; English, Dutch & Papiamento.

Please send your resume to: **officewerk.cur2023@gmail.com**