

THE WEST INDIAN COMPANY LIMITED



Job Description

Position: Staff Accountant
Department: Accounting
Reports to: Accounting Manager

GENERAL PURPOSE

Support role to the Accounting Manager and Senior Management in conducting the daily operations of the accounting department including:

Responsibilities:

- Assist with Monthly, Quarterly and Year-End Close process.
- Mid-Level account reconciliations, reporting and data verification.
- Accounts Receivable and Accounts Payable Specialist
- Cash Monitoring and Accounts Reconciliation
- Fixed Assets Maintenance and Reconciliation
- Prepare Special reports as requested by Senior Managers

Job Tasks:

- Maintain account receivables ledger, security deposits, debit and credit notes.
- Enter daily cash receipts and update account receivables ledger by customer.
- Research and process customer claims to include phone inquiries and follow up.
- Call and/or mail correspondence to customers as necessary to update accounts.
- Run monthly account receivables statements for tenants.
- Invoicing (A/R)
- Input journal entries.
- Prepare relative Accounts Receivable and General Ledger reconciliations.
- Prepare and process ship disbursements.
- Light payroll duties, tax filings
- Performs Cashier duties, as needed.
- Prepare daily banking position reports, as needed.
- Purchase office supplies for Company, as needed.
- Assist Accounts Payable Clerk, as needed.
- Assist with financial statements preparation and closing procedures.
- Provide Support to Accounting Manager in monitoring and analyzing accounting data.
- Assist with audit fulfillments, preparation, and issuance of the Company's annual and quarterly reports.
- Other related duties as assigned.

Qualifications / Skills:

- Sound knowledge of accounting principles, standards and regulations
- Ability to multitask, prioritize and organize effectively.
- Knowledge of Sage Accounting Software a plus

Education and Experience Requirements:

- Bachelor's degree in accounting or finance required.
- At least 5 years of experience in accounting or finance
- Knowledge of generally accepted accounting principles (GAAP)
- Experience with financial reporting requirements a plus.