

JOB DESCRIPTION

Job Title	Accounting Assistant - OECS	Job Reference No.	
Department	Finance	Created / Revised	July 2022
Reports to	Accountant - OECS	Staff Supervised	

Type of position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
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ACCOUNTABILITIES

- Maintain chargeback and intercompany reconciliations
- Preparation of assigned monthly and annual financial reporting variance analyses for OECS
- Preparation of bank reconciliations
- Preparation of assigned general Ledger and sub ledger account reconciliations
- Assist with monthly and year end schedules
- Preparation of monthly Journals
- Preparation of regulatory filings and Statutory Fund calculations for assigned OECS territory(s)
- Assist with year-end audit as required
- Assist with preparation of annual plan/budget/budget variances
- Preparation of Budget variance reports for OECS territories
- Participation in special projects
- Any other assigned tasks

SKILLS REQUIREMENTS

- Strong Analytical Skills
- Proficiency in MS Office applications i.e. Word, Excel
- Ability to meet tight deadlines
- Strong Interpersonal and communication skills

EXPERIENCE REQUIREMENTS

- Three (3) years working experience, one (1) of which must be in an Accounting Environment.

EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS

- Level 1 ACCA, or equivalent qualification
- Computer Literacy (e.g. Microsoft Excel, Office etc.)

