

Opening Date: 10 March 2020
Closing Date: 27 March 2020
Remuneration/Benefits: Salary is commensurate with relevant qualifications and experience

JOB VACANCY NOTICE ACCOUNTANT

The Virgin Islands Recovery and Development Agency (RDA) invites qualified and professional applicants to apply for the position of Accountant.

ROLE SUMMARY

The successful applicant will provide financial information to management by researching and analyzing accounting data; preparing reports and offers suggestions about resource utilization.

MAIN RESPONSIBILITIES INCLUDE

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Monitor and manage receipts and payments. Ensure all transactions are reasonable, appropriate, and comply with operational policies and procedures.
4. Adhere to written accounting procedures and policies.
5. Assist with the preparation of monthly and quarterly financial reports to different stakeholders.
6. Maintenance of General Ledger entries on QuickBooks and ensuring accurate cost allocation.
7. Assist with bank reconciliations for both accounts, Operational and Capital accounts.
8. Recommends financial actions by analyzing accounting data.
9. Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
10. Assists with collation of documents for internal and external audits.
11. Maintains accounting controls by preparing and recommending policies and procedures.
12. Reconciles financial discrepancies by collecting and analyzing account information.
13. Maintains financial security by following internal controls.
14. Assists with the payroll process, arrangement of data and communication with external service provider.
15. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting or related field.
- 2-4 years of work experience in the field or in a related area
- Must be computer savvy and proficient in relative software
- Excellent knowledge of operating standard office equipment
- Ability to manage multiple tasks/projects and achieve deadlines under pressure.
- Good research skills and attention to detail

HOW TO APPLY

Resumes/CVs along with supporting documents must be submitted to the address/email provided below by the job closing date.

**ATTN: Head of Human Resources
VI Recovery and Development Agency
First Floor, Ritter House
Wickhams Cay II, Tortola VG1110
British Virgin Islands**

Email: recruitment@bvirecovery.vg

For more information, please contact Natasha P. Julius at (284) 393-8003 or via email at natasha.julius@bvirecovery.vg