



VACANCY – JUNIOR ACCOUNTANT

Applications are invited from interested and suitably qualified individuals for the position of **Junior Accountant FortisTCI**, Providenciales.

Description

To primarily provide support to the Financial Accountants in the management of the financial, regulatory, parent company and other internal and external reporting and provide support to the Accounts Payable function.

Main Duties & Responsibilities

- Perform the bi-weekly and monthly Bank Reconciliation processes;
- Provide valuable support in the cash management process through preparation of weekly cash position reports.
- Assist the Financial or Senior Accountants with maintaining the Fixed Asset Register and related monitoring of disposals, retirements and acquisitions and related documentation;
- Allocate freight cost to appropriate invoices, liaise with members of material management on any long outstanding open P.Os to ensure freight cost is allocated on timely basis.
- Assist Accountants in effectively monitoring and maintaining the Inventory Management and work order System and related account reconciliations.
- Responsible for all other Account Reconciliations as maybe assigned by the Financial or Senior Accountants and Manager or Director, Financial Services.
- Responsible for Work Order Closure including closure confirmation and follow ups.
- Provide assistance during audit seasons.
- Prepare Questionnaires and other annual reports from other stakeholders and agencies as requested.
- Assist in the research and documentation support on critical Finance projects.
- Prepare Executive Expense report on a monthly basis for review of Financial Accountant.
- Prepare Capitalized Vehicle Charges report on a monthly basis for review of Financial Accountant.
- Create New Vendors and Purchase Requisition in AX Dynamics.
- Responsible for preparing the vehicle costing report to be provided to the management team on a monthly basis.
- Assist the team with timely completion of the monthly and yearly financial close process.
- Assist the Senior Accounts Payable in Accounts Payable processes and other related administrative tasks
- All other accounting and administrative services as may be required.

Academic/Technical/Management Experience & Qualifications:

- The applicants should be of an entry level with a Bachelor's Degree in Accounting with a G.P.A of no less than 3.0.
- Education: 4 yrs. Finance/Accounting degree from accredited University or College.
- Communication Skills: Excellent verbal and written communication skills

- Computer Skills: Excellent MS Office Excel, Access, Word, & PowerPoint. Knowledge of ERP Software.
Related Work Experience: Minimum of 2-3 years performing similar as primary duties & responsibilities.

Abilities, Skills, Experience, Aptitude & Judgement:

- Decision Making: Given the significant quantity of duties & responsibilities required, meeting deadlines consistently will make the effective planning of assignment of responsibilities. Good judgment coupled with guidance from the Senior Financial Accountants in considering alternatives in making timely decisions will be expected.
- Reasoning Ability: Ability to logically, methodically, and expeditiously sort through multiple scenarios and options. Demonstrate ability to quickly adapt thing to situations.
- Complexity & Judgment: Detailed analysis are a fundamental requirement for this position requiring experience in analysis, good judgment and confidence to work with others and through others to reach solutions and implement recommendations.
- Supervision Required: Will interface to a great extent with Financial and Senior Accountants, Accounts Payable, Materials Management and other relevant departments in the maintenance of Fixed Assets, Inventory Management, Work Order System and other related modules. However, the requirements of this position require someone who is highly motivated and capable of accomplishing assignments with minimal supervision.
- Confidential Data: This position will be exposed to confidential information, financial results, product costs and selling prices, customer information, etc. The highest level of integrity is expected and needed for this position. Anything less will be detrimental to the business.
- Impact of Errors: Finance and other relevant departments will base their action and/or corrective action plans upon the support and analysis provided by the Junior Accountant. Therefore, the consequences resulting from misinformation or errors could be substantial although unquantifiable at this time. The utmost degree of competency, accuracy, and thoroughness is required in this position.
- Proactive: Must possess strong business results orientation. Must have the ability to partner with team members to achieve Finance strategic goals and objectives.
- Other Skills: Ability to quickly turn data into well-organized information/reports. Must be hands on in digging and sorting through the details.

Salary commensurate with experience and qualifications

Deadline for submission of applications (inclusive of a cover letter, resume and a FortisTCI application form) is November 30, 2021:

**Claudia Munnings
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