

## **Job Description**

### **Junior Accountant**

#### **Reports to: Manager**

#### **Job Summary**

The position is highly specialized and the successful candidate will be responsible for all accounting related tasks in the company and routine reconciliations to ensure accuracy in the internal system. Also the candidate will be responsible for preparation of reports to management and the annual financial statements for the Company.

#### **Key Responsibilities**

1. Perform monthly reconciliation of Recognized commission with Carrier's Statement.
2. Perform monthly, quarterly and yearly reconciliation between Accounts Receivable in QuickBooks and Carrier's Receivable statement, investigate any discrepancies.
3. Perform analytical work monthly, quarterly and yearly on Target Production compared to Actual Production, and make appropriate recommendation for better performance.
4. Perform monthly, quarterly and yearly analysis of Previous Period Production with Current Production.
5. Manage accounts receivable, payable, payroll and revenue.
6. Proper Accounting for fiduciary funds and commission
7. Premium, commission and premium solvency management
8. Internal control and preparation of tax return.
9. Prepare financial reports by collecting, analyzing and summarizing account information.
10. Compile information for all categories of insurance policies sold for each carrier monthly, weekly and annually.
11. Preparation of reports for Management information and decision making
12. Preparation of annual financial statements
13. Prepare Quarterly report for submission to Central Bank

#### **Competence**

1. Proficiency in Quickbooks, Microsoft Office Suite, other accounting software and advanced computer knowledge.
2. Experience in Accounts Reconciliation and Analytical techniques.
3. High attention to detail and excellent analytical skills.
4. Proven knowledge of accounting standards, procedures, fiduciary funds and internal controls. Knowledge of insurance accounting would be an asset.
5. Ability to compile financial reports.
6. Must be able to work effectively in a team environment, customer friendly nature and competent to meet deadline.

#### **Requirements**

1. Bachelor's Degree in Business or Accounting
2. Professional Certification: Certified Accounting Technician
3. Diploma in Computerized Accounting
4. At least three (3) years experience in the accounting field and one (1) year experience in the insurance field.

Suitable candidates can send their resume along with copies of the diploma's and or certificates to [robin@caribserve.net](mailto:robin@caribserve.net) or drop a copy at the Department of Social Welfare and Labor.