

Job Summary:

The Assistant Accountant will support the finance department, accountant, and management team by completing routine clerical and accounting tasks. In addition to maintaining reports and completing basic bookkeeping and accounting duties for the company.

Job Responsibilities:

- Create and send invoices and account statements to customers
- Follow up with customer on payment of outstanding invoices
- Maintain an accounts receivables listing
- Preparation of month-end and Bank Journals
- Preparations of monthly journals
- Assisting with payables: data entry, cheque payments
- Processing weekly reports
- Filing –Maintaining up to date filing systems for areas assigned
- Preparation of Balance Sheet Account Reconciliations

Education and Experience :

- Level 1 ACCA and pursuing
- Five (5) O' Levels, including Mathematics and English.
- At Least two years experience in an accounting role.
- Knowledge of Microsoft Office Suite is an asset.

Please email CV to hrtrinidad@laparkan.com

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED