



JOB VACANCY: ACCOUNTANT

GO NDE INC is seeking applicants for the following position:

ACCOUNTANT (2) – Trinidad and Tobago / Guyana Entities

The Accountant will maintain general ledger accounts with journal entries and account reconciliations in compliance with accepted international accounting requirements; assist in the construction of budgets and forecasts, prepare and issue payments to vendor and employees; Provide general support for the financial and accounting processes for the company. A highly detail-oriented person with the ability to meet deadlines monthly, quarterly and annually.

- Manage accounting system and transactions with completeness, timeliness and accuracy
- Review and develop internal controls
- Develop financial policies and regulations
- Prepare annual budget
- Prepare and present periodic management divisional reports
- Prepare annual financial statements in accordance with international accounting standards
- Manage Treasury function – Timely Collections and Payments, Cash Managements- Online and Manual
- Reconcile Bank, Payable and Receivable accounts
- Manage credit cards, Petty Cash, Employees Loan and Advances, Reimbursements
- Maintain and Reconcile Asset Register
- Maintain and Reconcile Inventory and Spared accounts
- Compute all taxes and prepare returns inc. VAT
- Prepare weekly and monthly payrolls, benefits, allowances and statutory remittances and requirements
- Support auditors during audits
- Oversight cost management initiatives
- Perform financial and economic analysis for decision making
- Advise on financial and economic developments and issues

REQUIRMENTS

- Candidates should have completed AAT or attained Level 2 ACCA or Accounting/Business degree
- Working knowledge of accounting software such as Peachtree/Sage and QuickBooks
- Proficient in Microsoft Office suite; Excel, Word , PowerPoint
- Strong business communication skills- bank, regulatory bodies, clients, suppliers, other stakeholders
- Minimum experience of 5 years in similar position
- Must be professional, confidential and mature

Position reports to General Manager

**Interested candidates can send their application along with resume, certificates and references to
officemanager@gonde.gy**