



Tortola Auto Group Ltd. is currently seeking an **Assistant Accountant** who will be an invaluable addition to the vision and team in Tortola, British Virgin Islands.

Job Responsibilities:

- Review Daily Parts and Cash and Cheques Deposits prepared by the Junior Assistant Accountant.
- Review and post Bank deposit journal for the day.
- Verify and Receive cash and check transfers in the DMS.
- Review and verify Virgin Gorda (VG) daily Parts and Service Sales.
- Prepare Daily VG Parts and Service Sales Report to be sent to Management.
- Enter VG Carquest Charge invoices.
- Review and recording of bank deposit journals.
- Assist and resolve issues with Service Repair Orders.
- Update approved customer credit limit upon request.
- Prepare weekly Accounts Receivable reports & analyses for Management review.
- Consolidate weekly parts sales report.
- Perform monthly bank reconciliation.
- Review journals posted by the Junior Assistant Accountant.
- Review customer monthly statement of account prior to sending out to customers by Junior Assistant Accountant.
- Facilitate petty cash reconciliation and replenishment.
- Monthly Reconciliation of suspense account.
- Prepare parts sales and cost of sales report for Accountant review prior to monthly posting of accounting entries.
- Provides professional support in all projects and activities of the accounting department.
- Any other tasks that may be assigned by the Accountant or Management.

Business Acumen:

- Understands the accuracy of information that is available and utilize the most accurate/relevant data available to resolve problems, answer questions.
- Responsibilities in analyzing data to determine further areas of focus, decisions about reasonableness and accuracy are involved in any analysis.
- Planning and organizing workload to effectively to meet deadlines.
- Trustworthy and discreet when dealing with confidential information.

Engagement:

- Collaborates and builds effective relationships with stakeholders to form successful partnerships across the enterprise.
- Displays excellent customer service to meet the needs and expectations of both internal and external customers.
- Excellent listening and interpersonal communication skills to understand core business drivers.
- Ability to work as part of a team and take direction accurately.

Driving Results:

- Thorough understanding of assigned goals and objectives.
- Adherence to timelines and deliverables, monitoring self-performance to ensure achievement of results.
- Analyzes information, problems, and issues to recommend effective solutions
- Assist with new process implementations. Identify and suggest implementations of process and system enhancements to continuously improve operations.
- Self-starter with strong work ethic, passion for learning and a desire to accomplish tasks with excellent time management.

Qualifications & experience:

- Strong understanding of accounting principles and financial reporting standards.
- Knowledgeable with preparation of financial reports and financial accounting statements.
- Proven work experience with general ledger functions and the month-end/year-end close process.
- Extensive experience in accounts reconciliation.
- Proficiency in MS Office Suite, databases and accounting software.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Proven analytical and problem-solving skills.
- Demonstrate accuracy and attention to detail when working in a fast-paced environment.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.
- Excellent oral and written communication skills.
- High ethics, integrity, and professional commitment.
- A Bachelor's degree in accounting, finance or a related field will be considered only if a professional Accounting qualification is currently being pursued.
- Preferably a Certified Public Accountant (CPA) qualification or an equivalent certification (e.g. ACCA) will be preferred.
- Minimum of 3 years relevant Accounting Experience in a supervisory role.
- Experience in the Automotive Industry is a plus.

Please send resumé to Operations Manager, Tortola Auto Group Ltd., Slaney Point, PO. 437, Tortola, VG1110, British Virgin Islands or email hr@tagbvi.com and/or 284-494-2600.

Closing date is 30th November 2024.