



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

Job Responsibilities:

- Preparation of approved Purchase Orders (PO) upon request.
- Recording of parts shipment invoices in the system.
- Processing vendor invoices and check payments in the system.
- Issuance of check payments for parts T12 and vehicles shipments.
- Verification and reconciliation of daily cash/credit card/check sales remitted by Parts and Service Department.
- Reconciliation of credit card receipts and settlement report.
- Preparation of daily bank deposit.
- Preparation and updating petty cash expense schedule.
- Assist in issuance of receipts for customer payments.
- Monitor outgoing and incoming checks.
- Monitor office supplies inventory including requisition and issuance.
- Monitor wash bay supplies requisition and inventory.
- Follow up with customers on their account balance as necessary.
- Send out customers' statement of accounts on a monthly basis.
- Local vendors and suppliers monthly AP processing.
- Collect and sort daily sales, invoices and checks (Filing of Documents).
- Manage & maintain schedules for Accruals.
- Manage & maintain schedules for Prepayments.
- Update & maintain Fixed Asset Register.
- Recording of monthly depreciation entries.
- Preparation of monthly bank reconciliations.
- Review and reconciliation of vendor and supplier statement.
- Provides professional support in all projects and activities of the accounting department.
- Any other tasks that may be assigned by the Accountant or Management.

Skills:

- A professional appearance, friendly personality and positive attitude.
- The ability to be competitive while maintaining the client's best interests.
- Willingness to learn and ability to work under pressure.
- Excellent communication and interpersonal skills.
- Strong customer service and negotiation skills.
- A passion for customer satisfaction.
- Computer literacy

Qualifications & experience:

1. Thorough knowledge of basic accounting procedures
2. Understanding of Generally Accepted Accounting Principles (GAAP).
3. Familiarity with financial accounting entries.
4. Experience with general ledger functions.
5. Hands-on experience with accounting software packages.
6. Intermediate to Advanced MS Excel skills (including Vlookup & pivot tables).
7. Proficient in MS Office Application
8. Accuracy and attention to detail
9. Aptitude for numbers and quantitative skills
10. Minimum of an Associate's Degree in Accounting and Finance or the equivalent.
11. At least 1 year experience in an Accounting Environment will be preferred.

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 13th November 2024.



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:

- Thorough knowledge of accounting procedures.
- Understanding of Generally Accepted Accounting Principles (GAAP).
- Familiarity with financial accounting statements.
- Experience with general ledger functions and the month-end/year-end close process.
- Hands-on experience with accounting software packages.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Accuracy and attention to detail.
- Aptitude for numbers and quantitative skills.
- Degree in Accounting, Finance, Management or recognized certification (e.g. ACCA) will be an asset.
- Two or more years Accounting Experience in the Automotive Industry will be preferred.

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 25th November 2024.