



NAGICO GENERAL AGENT: CENTURY INSURANCE AGENCY LTD.

Century Insurance Agency Limited – General Agent of NAGICO Insurances is currently seeking an **Accounts Clerk** to add your vision and drive to our team at our Tortola Branch.

Accounting Clerk Job Responsibilities:

- Takes an active role in the update of the Accounts Receivable balances by constantly communicating with the customers, reminding for payments, updating the monitoring files, and coordinating with the other departments
- Supports accounting operations by recording transactions in the accounting system and filing of supporting documents
- Perform daily balancing of receipts for deposit
- Prepare, record, and file check disbursements and supporting documents
- Processing of various payables
- Protects organization's values by keeping information confidential
- Updates job knowledge by participating in educational opportunities
- Perform other tasks assigned from time to time

The successful candidate:

- Must have a minimum of 2 years working experience
- In minimum, must have an Associate Degree with a GPA 3.2 and above
- Must have Grade 1 or 2 in CXC Mathematics and English
- Must be highly organized and self-driven
- Must be able to work under own initiative with minimal supervision
- Must have negotiation skills and good communication skills
- Must have a working knowledge of MS Office Tools (especially MS Excel)
- Have knowledge in accounting software (especially Quickbooks) an advantage
- Must have the ability to professionally and effectively communicate via oral and written communication with all levels internally and externally
- Be a secondary school graduate with a Certificate and an Associate Degree, preferably a graduate of or taking a course in Accounting or Finance related field

Additionally, we are looking for:

- Experience in working with a customer-oriented environment, preferably in customer follow-up and receivable collection
- Displays an analytical predisposition, highly proactive and dynamic
- Displays the willingness to learn and be trained

BVI Islanders or Belongers preferred. Previous experience in a similar role is a plus. Please send resumé to Human Resources Officer, P.O. Box 3448, Road Town, Tortola, VG1110, British Virgin Islands or hr@nagicobvi.com. Only suitable applications will be acknowledged.

