



Tortola Auto Group Ltd.

Accounts Clerk

Tortola Auto Group, one of the leading auto dealers in the BVI is currently seeking an **Accounts Clerk** to add their vision and drive to our team.

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 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
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BVI Islanders or Belongers preferred. Previous experience in a similar role is a plus. Please send resumé to the Chief Operations Officer, Tortola Auto Group, Slaney Point, Tortola PO 437 or via email hr@tagbvi.com.

Closing date September 30th, 2021

