

# Book keeper (Part-Time)

The successful applicant must have a comprehensive knowledge of book-keeping and accounting methods to GAAP standards and a professional designation such as a CPA is preferred. The primary focus of the role is that you will have sole responsibility for all financial processes and procedures for multiple group companies.

The role is a 'hands-on' and 'client-facing' and demands that a self-motivator can multi-task and deal with all financial matters, for example, Bank Reconciliation, Client Invoicing, Payroll, A/R, A/P and preparation of financial reports (such as the P&L, Balance Sheet and Budgets) for the shareholders of each company.

Although this is predominantly a finance-oriented role, other core responsibilities will include critical Human Resources and Office functions, for example, staff recruitment and employment matters such as work permits and other immigration requirements, managing health insurance and pension providers, maintaining corporate documents, overseeing international logistics (import/export) and reviewing various process, policies and procedures manuals.

Applicants MUST: Have a minimum of seven (7) years relevant experience in a similar position; be an expert user of both QuickBooks (with multi-currency) and Pastel for Accounting/Payroll. Proficiency with MS Word, Excel and O365 required.

You must have a full, clean driver's license and have access to a vehicle.

Salary is dependent on qualifications and experience and will be in the range of USD\$34,000 to US\$40,000 (pro-rata) per annum with other associated benefits.

Only **qualified applicants** should apply in writing and include a cover letter, detailed resume and two employer references to: [accounts@edu365.ky](mailto:accounts@edu365.ky)

**This is not a work permit renewal and only Caymanians / PR Holders or other legal residents of the Cayman Islands will be considered.**

