



CAREER OPPORTUNITY ACCOUNTS OFFICER I FINANCE DEPARTMENT

JOB SUMMARY: - This holder of this position will be responsible for the recording/inputting, reconciliation, and general auditing of aeronautical and other revenue related data. The Accounts Officer will also be responsible for analyzing reports and providing timely feedback on any anomalies detected. This person will also be charged with ensuring that all stakeholders are given extraordinary customer service.

KY DUTIES AND RESPONSIBILITIES: -

- Weekly collection of aircraft landings data from Fixed Based Operators (FBO's) and Bahamas Customs.
- Input of aircraft landing data into Microsoft Excel spreadsheet, ensuring that registration code matches plane type and that plane type is billed accurately based on MTOW.
- Data entry into ATTU.
- Reconciliation of aircraft movements with particular attention to aircraft types.
- Assist with customer invoicing for airlines, tenants, and concessionaires.
- Assist with processing customer payments.
- Preparation of bank deposits.
- Filing of support files, journal entries and cash receipts.
- Assist with year-end audit procedures.
- Respond to general inquiries from internal and external customers.
- Bring to the manager's attention any anomalies detected within procedures or practices of the Revenue Department.
- Any other task assigned by the Supervisor/Manager, Revenue.

QUALIFICATIONS: -

- Post secondary education or equivalent work experience.
- Three (3) years' experience in a similar position.
- Strong skills in the areas of problem-solving, multitasking and analyzing data.
- Ability to interact professionally with staff and stakeholders.
- Proficiency with Microsoft Office Suite, specifically Microsoft Excel.
- Excellent communication skills both verbal and written.
- Active interest in the airport and/or aviation industry will be an asset.
- Familiarization with Microsoft Dynamics Navision (NAV) or Microsoft Dynamics 365 Business Central software will be an asset.
- Familiarization with the various aircraft types would be an asset.

Resumes and certificates should be forwarded via email to people@nas.bs on or before **Wednesday, January 31, 2024.**

Please indicate the position you are applying for in the subject field.