



**CAREER OPPORTUNITY  
ACCOUNTS CLERK  
FINANCE DEPARTMENT**

**JOB SUMMARY:** This position is responsible for data entry and reconciliation, bank deposits and filing.

**KEY DUTIES AND RESPONSIBILITIES: -**

- Weekly collection of landing fees data from FBO's and Bahamas Customs
- Input landing information into Excel spreadsheet, ensuring that registration code matches aircraft type and that aircraft type is billed accurately based on MTOW.
- Assist with data entry into ATTU.
- Filing of cash receipts supports and journal entries.
- Daily bank deposits
- Assist with year-end audit procedures.
- Respond to general inquiries from staff and vendors.
- Assist Accounts Officers and Credit & Collections Officer when needed.
- Other duties as assigned.

**QUALIFICATIONS: -**

- High School Diploma
- Three years' experience in a similar position
- Adept at operating in a computerized PC based financial environment including the utilization of integrated financial accounting system software and hands-on experience with standard office automation software as well as Microsoft Office Suite.
- Ability to handle multiple tasks, interact professionally with staff.
- Analytical, problem-solving, and effective communication skills

Resumes and certificates should be forwarded via email to [people@nas.bs](mailto:people@nas.bs) on or before **Monday, December 9, 2024**. Please indicate the position you are applying for in the subject field.