



ACCOUNTING ASSISTANT BARATARIA AND SAN FERNANDO BRANCH

The Accounting Assistant is responsible for the preparation of monthly management accounts, schedules, and assists the Finance Department in fulfilling its overall accounting function.

MAIN TASKS

- F&I, Finalize New Vehicle sales invoice.
- Records Foreign Suppliers' Invoices and Reconcile with statement.
- Prepare Bank Reconciliations.
- Analyses and reconciles General Ledger Accounts through Balance sheet schedules and prepare and post any adjusting journals.
- Prepare New Vehicle costings.
- Prepare monthly salesman commission for Payroll.
- Relief Cashing functions in the morning, lunch, evening after 4:30pm and Saturdays as rostered.
- Verify Cashier's daily deposits against 'End of Day' Cash takings report.
- Assist in handling audit queries.
- Participate in Stock Counts. I.e. New Vehicle, Parts, WIP, Fixed asset
- Prepare Insurance premiums schedule for monthly expensing.
- Depreciation calculation using Asset 4000 software.
- Inventory recording for New Vehicle and Parts.
- Preparation of VAT return.
- Petty Cash Reconciliation.
- Post all department invoices to CDK (EIV).
- Filing and Scanning of all finance related documents.
- Post General Journal entries.
- Assist in preparing ad hoc reports for Management.

Financial Reporting

- Prepare monthly supporting documents for Parent Company reporting.
- Prepare stock count reconciliation.
- Monthly Sales and Gross Profit reconciliation.
- Prepare Divisional financial report for Management.

EDUCATION & QUALIFICATIONS

- Minimum 1 year experience as an Accounting Assistant.
- Completion of ACCA Level 1.
- Experience in MS Office.

HOW TO APPLY

Applications can be sent to: careers@toyota-trinidad.com no later than **January 25, 2024**.