



ACCOUNTING ASSISTANT BARATARIA 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 May 12, 2024.