



ACCOUNTING SUPERVISOR (BARATARIA BRANCH)

The Accounting Supervisor provides support to the Assistant Finance Manager in the day-to-day operations of the department, execution of overall accounting functions and internal and external audits. The position oversees the operations of Accounts Clerks and reports directly to the Assistant Finance Manager.

MAIN TASKS

- Preparation of Monthly Reports i.e., Management Financial Statement, Forex Expense, Foreign creditors (AP) payment schedules etc.
- Liaise with Banks for the purchase of Forex and process electronically or prepare letters of payment instructions accordingly.
- Monitor Foreign Payable accounts to determine upcoming payments monthly.
- Preparation of weekly Treasury reports for Management.
- Review and check bank reconciliation and journals daily.
- Preparation of various journals for the close of accounting month and review journals prepared by accounting team.
- Approve Accounts Payable payment vouchers for both online and cheque payment.
- Review and approve the Accounts Receivable reports weekly/monthly.
- Review of customer credit facilities and processing of overrides/correspondence.
- Review of all statutory taxes payable
- Review of VAT calculations for submission to Inland Revenue.
- Review petty cash reconciliation and daily reconciliation sheet.
- Review and approve daily cashier deposit and cash report.
- Coordinate and prepare all monthly reports for submission to Internal Auditor.
- Prepare and Coordinate Annual Corporate Tax return with External auditor.
- Preparation of Audit report and notes for external auditors
- Review of New Car Sales Gross Profit report.
- Supervise and conduct Performance Appraisals for Accounts Clerks.
- Coordinate and conduct stock count for New Vehicles, Company Car, WIP etc.
- Approve Gate Passes for New Vehicle delivery and Purchase Orders for all departments.
- Any other related duties requested by Management.

EDUCATION & QUALIFICATIONS

- Actively pursuing ACCA Level 3 (Options for AFM - Advanced Financial Management and AAA - Advanced Audit and Assurance will be considered an asset).
- 3 years' experience in a similar position including Supervisory experience.
- Expert proficiency in Microsoft Office Suite.
- Expert level experience in Excel.
- Experience in Dealer Management software (an asset)
- Excellent organization and time management skills.

HOW TO APPLY

Applications can be sent to careers@toyota-trinidad.com by **July 26, 2026**.