



Windward Islands Airways International (Winair) N.V. P.O.  
Box 2088 / Airport Road #69 Simpson Bay, St. Maarten,  
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Windward Islands Airways International (Winair) N.V. is the successful airline of St. Maarten. We have a long history and are doing well in a dynamic, international setting. Currently, we have over 260 employees, but we expect to grow substantially in the upcoming years. Winair is committed to investing in its employees, empowering them, and creating an exceptional workplace for ambitious professionals. To support further growth, Winair is looking for a :

## Accounting Administrative Clerk

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### About the Role

We are seeking a detail-oriented and motivated Accounting Administrative Clerk to join our team. In this role, you will perform entry-level bookkeeping, clerical, and accounting duties. You will be responsible for maintaining accurate financial records, preparing reports, processing invoices, and supporting the overall efficiency of the accounting department.

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### Organizational Relationship

**Reports to:** The Accounting Manager

In the absence of the Accounting Manager, reports to: Chief Financial Officer (CFO)

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### Duties and Responsibilities

- Code and register accounting documents for entry into the accounting system.
- Entry of accounting documents such as invoices, vouchers, requisitions, receipts, deposit slips, and disbursement information to appropriate ledgers and journals.
- Maintains journals and ledgers and assists in balancing accounts.
- Prepare and send out invoices & monthly statements.
- Send out reminders and follow-up phone calls to outstanding debtors
- Prepare a list of accounts receivable

- Prepare a list of accounts payable.
  - Initiate transfers for accounts payable.
  - File and maintain clerical records and report pertinent issues to accounting and bookkeeping.
  - Bank reconciliation.
  - Entry of Invoices and file accordingly.
  - Process and file all Invoices accordingly.
  - Verify bank statements.
  - Assist with pertinent financial reports.
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## Qualifications

- A minimum of H.A.V.O. education or an Associate Degree in Accounting
  - 3–5 years of experience in accounting.
  - Experience with the Exact accounting software.
  - Proficient in Microsoft Word and Excel.
  - Strong command of the English language, both written and spoken; Dutch is an asset.
  - Team-oriented, with a pleasant and professional attitude.
  - Accurate, hardworking, and detail oriented.
  - Able to work independently.
  - Assertive and solution oriented.
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## Interested in Joining Our Team?

If you believe you're the ideal candidate for this position and are excited to start a new chapter with us, we encourage you to apply.

Please submit the following documents to the Human Resources Department at **humanresources@fly-winair.com** by March 30th, 2026:

- Motivational letter
- Updated resume
- Completed application form

If your profile matches our requirements, we will contact you to schedule an interview.