

# VACANCY



Windward Islands Airways International (Winair) N.V.  
P.O. Box 2088 / Airport Road #69  
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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 about 180 employees, but we expect to grow substantially in the upcoming years. Winair is investing in our employees, empowering them, and striving to be an excellent workplace for ambitious professionals.

## ADMINISTRATIVE ACCOUNTING CLERK

### Job Scope

The Accounting Administrative Clerk is responsible for various entry-level bookkeeping, clerical, and accounting work. The Accounting Administrative Clerk is also responsible for adequately filling and maintaining accounting records and preparing financial reports.

### 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 the journals and ledgers and assists in balancing accounts.
- Prepare and send out invoices & monthly statements.
- Prepare a list of outstanding payables and receivables.
- Process checks for accounts payable and registers used checks.
- File and maintain clerical records and report pertinent issues to accounting and bookkeeping.
- Assist in bank reconciliation.
- Entry of Invoices and file accordingly.
- Process and file all Invoices accordingly.
- Verify bank statements.
- Assist with pertinent financial reports.
- Enters speed mail airway bills and Cargo Airway bills and prepares related reports.
- Refute charge backs.
- Reconcile unbalanced flight packets.
- Performs other duties as may be assigned by the department head, the C.F.O., or the Representative.

### QUALIFICATIONS

- High School Diploma; HAVO or equivalent.
- Associate Degree in Accounting or equivalent.
- Airline experience is an asset.

## SKILLS

- Advanced skills in Microsoft Office Suite
- Experience with the Exact program.
- A good command of the English language, verbal and written, is required. (the Dutch language will be an asset).
- Must be an accurate, discrete, reliable, and dedicated worker.
- Strong administrative skills and attention to detail.
- Demonstrate analytical & problem-solving skills.
- The ability to work independently is a must.
- Must be assertive and solution-oriented.

The ideal candidate is a team player, has a pleasant attitude, a representative appearance, and can establish effective relationships within the company. Do you have an interest in starting a new chapter with another company? If the answer is yes, please apply by sending a motivational letter, a resume, and a valid passport copy to the Human Resources Department, [humanresources@fly-winair.com](mailto:humanresources@fly-winair.com).