



## FINANCE

### ASSISTANT FINANCE MANAGER

As an Assistant Finance Manager, you will be supporting the Finance Manager with a variety of administrative and financial tasks.

#### Essential Job Functions

- Producing analyses and reports as requested by the Finance Manager
- Reviewing and adhering to department budgets
- Taking care of the stock of office supplies. Purchasing office supplies within budget
- Checking monthly imports
- Collecting and entering data to process daily sales and revenues
- Reviewing and auditing financial statements
- Processing payroll payments
- Analyzing and administering both accounts payable and accounts receivable
- Managing cash flows in approval of the manager
- Verifying statements of regular suppliers, call to action when inconsistencies occur
- Delivering overviews of financial transactions within and outside the company
- Answering questions and providing assistance to stakeholders, customers and clients when needed
- Monitoring and checking recurring invoices
- Handling and applying guidelines and requirements of third parties
- Taking over stock control of other departments to check its stock administration
- Suggesting changes or improvements to increase accuracy, efficiency and cost reductions
- Reviewing and auditing financial statements and reports to ensure all calculations and data entries are correct
- Adhering to the company's financial policies and procedures

#### Requirements

- Outstanding organizational and administrative skills
- Ability to work precise and have a superior attention to detail
- Must possess significant computer knowledge and have an expertise in Excel and other computer related skills in database administration
- Ability to prioritize and multi-task in high pressured environments
- Must possess problem-solving and analytical skills
- Excellent communication skills – Dutch and English required, Spanish and Papiamentu are a plus
- A minimum work experience of three year in a related field
- A degree obtained in Finance, Business Administration or any other related field

#### Applications

Please forward your application to our Human Resources Department at [hr@baoase.com](mailto:hr@baoase.com). For more inquiries about this position, please contact Helen Munstra at [hr@baoase.com](mailto:hr@baoase.com).