



PO Box 1035, Port Vila, Vanuatu

www.nasamaresort.com

Job brief

We are looking for an experienced Senior Accounts Clerk with knowledge of XERO Accounting Software.

Responsibilities

- Prepare Payroll.
- Prepare VAT & VNPF Returns.
- Reconcile daily takings from resort and restaurants.
- Daily entry of financial data into XERO accounting software.
- Prepare bank deposits, invoices and statements.
- Reconcile accounts in a timely manner.
- Compile reports/summaries on revenue activity.
- Provide assistance and support to company personnel.
- Constantly update job knowledge.

Requirements and skills

- Proven accounting experience, preferably as an [Accounts Receivable Clerk](#) or [Accounts Payable Clerk](#).
- Familiarity with **bookkeeping** and basic accounting procedures.
- Competent in MS Office, Excel and XERO accounting software.
- Experienced with spreadsheets and financial reports.
- Accuracy and attention to detail.
- Aptitude for numbers and record keeping.
- Data entry and word processing skills.
- Well organized.