

**BAHAMAS POWER AND LIGHT COMPANY LTD.**  
**VACANCY NOTICE**



**VN.NO. 2023-09**

**FINANCE ASSISTANT – ACCOUNTS PAYABLE**

A vacancy exists in the Company for the position of **Finance Assistant – Accounts Payable**.

**The Position**

This job is located in the Finance Division with responsibility for accounts payable to vendors. The job processes invoices for payment to vendors, reconciles vendor accounts, and prepares, scans and files accounts payable related reports and documents. Requires a thorough working knowledge of the Disbursement Processing System and the Procurement Process within the HTE environment. Requires good written and verbal communication and interpersonal skills. Requires arithmetic and accounting skills. The jobholder works under general supervision and follows general guidelines.

**Responsibilities of the position include, but are not limited to, the following:**

- Manages vendor accounts. This includes the investigation of all outstanding matters related to vendor relations and periodic reporting of status of accounts to the department head or designate;
- Processes purchasing and inventory generated accounting reports for invoice postings. This involves submitting reports into system, and correcting and maintaining transactions prior to accounts payable and general ledger update;
- Processes invoices for payment by checking accuracy of calculations, coding and authorized signatures. This also includes liaison with various departments and external vendors to ensure completeness and proper use of account allocation codes.
- Posts invoice disbursements and journal entry data into the accounts payable system for all payment types for the Company;
- Processes cheques for payments by generating and reviewing invoice data entry reports and running cheque generating procedures. This includes preparing documents to request wire transfers and drafts from the banks.
- Prepares reports for the Central Bank regarding US\$ operating accounts. This involves researching data of annual foreign transactions along with their justifications and generating a report.
- Reconciles vendor accounts by generating reports and cross checking entries of banking transactions and prepayments;
- Prepares prepayment adjustment entries for journals;
- Performs a variety of other duties such as: responds to queries from staff and vendors.

**Job requirements include:**

- The completion of an Associate of Arts degree in Accounting, Finance or Business Management.
- A minimum of 5 years' experience.
- Thorough working knowledge of the Disbursement Processing System and the Procurement Process within the H T E environment.
- The ability to process accounting reports and maintain transaction groups for the processing of all payments.
- Accounting and arithmetic skills to check the accuracy of invoices and purchase orders, reconcile vendor accounts, identify payments made in advance and make appropriate journal entries after receipt of goods or completion of services by vendors.
- Good written and verbal communication skills to prepare correspondence and reports for internal and external circulation (e.g., banks), and to answer queries and provide work-related information.
- The ability to operate a computer and standard office equipment.

Interested persons should apply to [Afuture@bplco.com](mailto:Afuture@bplco.com) on or before: **February 15, 2023**  
**Only candidates meeting the criteria will be contacted.**