

Job Title: Accounts Payable Analyst (3 positions)

Job Location(s): Eastern Caribbean Islands: Anguilla, Antigua, Dominica, Grenada, Guadeloupe, Martinique, Montserrat, St Kitts, St Lucia, St Martin, and St Vincent.

Job Description: Full-time (40hrs/per/week)

Caribbean Collectibles Creations seeks an Accounts Payable Analyst that has the ability to adhere to the company's "Code of Conduct" and "Mission Statement". The candidate must be able to perform basic mathematical calculations, balance & reconcile figures, punctuate properly, spell correctly and transcribe accurately. The Accounts Payable Analyst will ensure timeliness and accuracy of invoice processing; data entry; receive, sort and stamp invoices; match purchase orders; resolve discrepancies between invoices & orders; and maintain daily & monthly system-generated reports. The ideal candidate should be comfortable working with all levels of management and in a professional work environment.

Travel Required: 0%

Relocation Expenses: Not Paid

Tele-Work: Yes

Minimum Experience/Education:

High school graduate

At least one year accounts payable experience required

Computer literate: proficiency in Microsoft Office applications

Excellent interpersonal and communication skills

Strong time management and analytical skills

*Relevant education may substitute experience requirement

Preferred Experience/Education:

Associates degree or equivalent

3 years accounts payable experience

Computer literate: proficiency in Microsoft Office applications

Excellent interpersonal and communication skills

Strong time management and analytical skills

Work Environment: This position requires eye-hand coordination & manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment, bending, stretching, prolonged sitting, stooping, and lifting up to 50 pounds occasionally.

Salary: \$14. Per/hr

Please submit resume & application as PDF attachments to:

HR@CaribbeanCollectibles.org

Caribbean Collectibles Creations is an Equal Employment Opportunity employer. If a candidate is not elected for the announced position within 30 days, their application will be filed for future reference. All applications will be destroyed after 90 days. Candidates are encouraged to reapply. The employment process includes a pre-employment background investigation that applies to all applicants, employees, and contractors/sub-contractors of Caribbean Collectibles Creations. The scope of this inquiry covers such elements as education, employment history, a criminal history check, reference checks, and a pre-employment drug screen. Sensitive positions within the company may have more stringent standards.