

## Senior Chartered Accountant / Accounting Manager

### Experience

- Bachelor Degree
- CPA qualifications
- Knowledge of US GAAP and IFRS accounting standards
- Reporting skills and presentation skills
- General math skills, analytical skills
- Communication skills
- English and Spanish language skills
- Attention to detail, deadline-oriented
- 5 – 10 year experience in accounting preferably in a financial institution

### Responsibilities

- Maintains the books /accounts of TBL and TBI
- Prepares financial reports to all relevant stakeholders (group, board, mgmt., regulators, auditors,...)
- Manages / coordinates the audit requirements of both TBL and TBI
- Prepares management accounts and reports and coordinates management accounting /reporting with group
- Provides financial information to management by researching and analyzing accounting data

### Duties

- Runs the daily accounting activities required to maintain the general ledger of TBL and TBI
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares monthly / quarterly / annual closings and reports
- Prepares tax computations and returns / reports
- Prepares budget, plans and forecasts / projections
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Reviews accounting ledger to ensure accuracy of postings.
- Secures financial information by completing data base backups.

- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with financial legal requirements and regulations by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

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