



# ACCOUNTING OFFICER

Email your resume to  
[hradvisory@portjam.com](mailto:hradvisory@portjam.com)

The scope of responsibility includes performing various clerical and routine accounting tasks, not limited to, journal entries, verifying and reconciling input to the financial system, processing payments, and assisting in the preparation of billings and status reports. This position is responsible for the timely and

accurate processing of all invoices for the Company.

#### QUALIFICATIONS & EXPERIENCE

Degree in Business Administration/or equivalent  
Minimum of three (3) years working experience in a similar capacity.

Application along with a detailed resume should be sent by 2023 June 25.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.