

Your career starts here!



ACCOUNTING CLERK/ BANK RECONCILIATION



BELIZE CITY

KNOWLEDGE & SKILLS:

- Proficiency in the use of computers and applications including, Excel, Microsoft Word and relevant software.
- Excellent communication skills both written and verbal format.
- Knowledge of financial and accounting software.
- Ability to work diligently in completing work.
- Ability to manage complexities, shifting priorities and able to work effectively.

KEY RESPONSIBILITIES:

- Applies accounting controls and procedures within the accounting department.
- Prepare Bank Reconciliations for assigned bank accounts.
- Prepare monthly entry for relevant reconciling items on bank reconciliations.
- Prepare daily bank reclassification entry for deposits cleared in the bank.
- Record reinsurance payments for assigned reinsurers.
- Prepare reinsurance reconciliation for assigned reinsurers, investigate variances, and follow up on outstanding items/balances.
- Record business transactions and key daily worksheets to the general ledger system, and ensure files are complete and maintained as needed.
- Prepare item journal for inventory issues.
- Conduct quarterly Inventory Count.

KEY COMPETENCIES AND ATTITUDES:

- Must be a strong team player, flexible, dependable, mature, and detail oriented.

QUALIFICATIONS:

- **MINIMUM REQUIREMENTS:** Minimum of Associates Degree with one (1) year similar working experience.

HOW TO APPLY?

Submit your Resume to vacancy@rfginsurancebelize.com
2 REFERENCE LETTER + POLICE RECORD + SOCIAL SECURITY CARD

Salary is negotiable based on qualifications and experience.

Apply by: April 10th, 2026 Subject: ACC CLERK