



# CAREER OPPORTUNITY

Belize Electricity Limited (BEL) is the primary distributor and the only licensed public provider of electricity in Belize. Our Mission is to deliver safe, reliable, and sustainable energy solutions to enhance the quality of life and the productivity of enterprise and to support national development.

We are looking for a highly motivated, goal oriented, responsible, and committed person to join our team in the role of **Accounting Clerk** in the **Finance & Accounting Department** of our **Finance & Business Support Division**.

**Job Location: Belize City**

## **Duties:**

- Calculate, prepare, and process accounts payable/invoices, and records according to established procedures for both local and foreign creditors and vendors.
- Accurately input data for creditors, suppliers and contractors for payment to be processed by their due date for both local and foreign creditors and vendors.
- Obtain copies of source documents of overdue payments and obtain evidence of non-payment and process payment after obtaining proper authority.
- Reconcile creditors' statement with computer generated accounts payables list before payment is due for both foreign and local creditors and vendors.
- Prepare and input Central Bank contracts for foreign travel by Company employees, ensure that foreign travel checks are sent to commercial banks and foreign currency collected and disbursed to respective employees.
- Administer and replenish petty cash, generate data from payables system to send check information the electronic check signing system and online bank transfers.
- Compile and reconcile monthly contractors' withholding tax for payment
- Assist in gathering information for the accountant to compile daily cash reports, reconcile accounts payable to the general ledger monthly and assist in reconciling bank statements as outlined in the policies and procedures of the department.
- File all data collected during the above process according to the policies and procedures of the department.

## **Education and Experience:**

- Associate Degree in Business Administration or Accounting
- Minimum of two (2) years' experience as an Accounting Clerk or in the field of accounting

## **Required Skills/Abilities:**

- Basic knowledge of accounting concepts and principles
- Possess data entry skills with high level of accuracy and efficiency while maintaining high work quality
- Strong customer service skills
- Good analytical and problem-solving skills
- Exceptional verbal and written communication skills

- Ability to prioritize task with strong organizational skills and attention to detail
- Ability to work under pressure and meet deadlines
- Action and results oriented with excellent collaborative skills for pursuing shared goals
- Ethical behavior when dealing with sensitive financial information
- Working knowledge of the Windows Environment, Microsoft Office applications and Accounting Software
- Intermediate proficiency in Microsoft Excel (managing spreadsheets and using formulas)

**Salary:** In accordance with Company's salary structure.

Submit application letter along with curriculum vitae, copy of degrees and certificates and two (2) recent professional letters of recommendation to:

Email address: **career.opportunity@bel.com.bz**  
Email subject: **Application – Accounting Clerk**  
Addressed to: **Manager, Talent Acquisition and Development**  
Deadline: **Tuesday, May 7, 2024**

Only electronic applications are being accepted at this time.

For more information or queries, call us at 227-0954 Ext. 2901 or 1415.