

# Job Description

<b>Job Title:</b>	Assistant Accountant (Temporary)
<b>Employer:</b>	SOL BELIZE LIMITED
<b>Location:</b>	BELIZE CITY
<b>Available to:</b>	Yes <b>Current Sol staff</b> Yes <b>External Applicants</b>
<b>Reports to:</b>	Accountant
<b>Subordinates:</b>	none
<b>Purpose:</b>	Support the Finance Department with accounts payable and accounts receivable activities. Interface also internally with all departments.
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Review payment requests and account coding for completeness and accuracy.</li> <li>• Ensure approval of payable documents (contract agreements, purchase orders, etc.) are in compliance with the Authority Matrix and company policies.</li> <li>• Process payments to suppliers.</li> <li>• Assist in recording daily fuel purchases.</li> <li>• Receipt collections from customers (direct deposits, transfers) and apply payments.</li> <li>• Prepare summary of daily cash movement.</li> <li>• Assist with the creation of debit and credit memos, as needed.</li> <li>• Prepare monthly Bank Accounts reconciliations.</li> <li>• Prepare monthly journal entries, accruals, and other adjustments.</li> <li>• Prepare monthly tax returns - GST, Business Tax, Contract Tax, and duties.</li> <li>• Liaise with Broker for timely processing of monthly custom entries for duty-paid and duty-free fuel.</li> <li>• Reconcile assigned balance sheet accounts.</li> <li>• Provides accounting assistance to other team members, as required.</li> <li>• Perform any other accounting and/or administrative function as requested by the Supervisor.</li> </ul>
<b>BOLD Behaviors and Values</b>	<p>Be an ambassador and supporter of our BOLD leadership behavior and values. When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team.</p> <div style="display: flex; justify-content: center; gap: 20px;">   </div>
<b>Qualification Requirements:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in business administration with major in accounting or finance required with minimum accounting experience of 2-3 years.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to speak clearly and persuasively, to listen and get clarification responding well to questions.</li> <li>• Ability to apply common sense to perform written, verbal or diagram instructions. Ability to solve problems involving specific variables in common situations.</li> <li>• Strong interpersonal and interface management skills while dealing with cross-functional business teams.</li> <li>• Internal and external customer service is must. Ability to manage difficult or emotional situations; respond promptly either by email or phone.</li> <li>• Broad knowledge of computer software, including MS Office 2007 with intermediate to expert knowledge on management of Excel, Word and PowerPoint required. Knowledge of MS Dynamics Great Plains a plus.</li> <li>• Strong team orientation balanced with the ability to work independently and under pressure with focus on project/duties completion within agreed deadlines required.</li> </ul>
<b>Other Competency Requirements:</b>	A strong work ethic, high level of enthusiasm and ability to excel in a flexible, fast-paced environment.
<b>Other Information:</b>	Base Salary and benefits stated as per local regulation
<b>Application Procedures:</b>	<p>Applications are to be submitted via e-mail to <a href="mailto:careers@solpetroleum.com">careers@solpetroleum.com</a>. With your curriculum vitae (resume) on or before June 30, 2025,</p> <p>Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested, as needed, for those applications under consideration. Only suitable applications will be acknowledged.</p>