



## Accounting Officer / Clerk (Receivables)

Flowers Express Inc. — #13 Grass Street, Castries, Saint Lucia

### Role Overview

The Accounting Officer / Clerk at Flowers Express Inc. plays a vital role in maintaining the financial health of the company. This position focuses on receivables, payment collection, bookkeeping, and supporting payroll and tax management. The ideal candidate should be detail-oriented, organized, and comfortable working in a fast-paced retail environment.

### Key Responsibilities

- Assist with financial reporting and budgeting processes.
- Perform invoicing and manage payment collections.
- Maintain accurate customer account records and perform reconciliations.
- Support payroll and tax management functions.
- Ensure compliance with accounting standards and company procedures.
- Prepare reports and statements for management review.
- Handle bookkeeping duties using QuickBooks and Microsoft Excel.
- Communicate with customers and vendors regarding payments and balances.

### Requirements

- Strong organizational and communication skills.
- Knowledge of accounting software (QuickBooks, Excel proficiency).
- Previous experience in accounting, bookkeeping, or finance-related role preferred.
- Attention to accuracy and confidentiality in handling financial data.
- Ability to prioritize multiple tasks and meet deadlines.
- Team-oriented with a professional and proactive approach.

### Compensation & Benefits

- Competitive salary based on qualifications and experience.
- Opportunities for career advancement and skill development.
- Tuition assistance for approved courses and certifications.

- Health, wellness, and gym membership stipend.
- Paid annual leave and statutory benefits as per Saint Lucia Labour Code.
- A supportive and collaborative workplace culture.

**To Apply:** Submit your application through our website or email [creativejobs758@gmail.com](mailto:creativejobs758@gmail.com).