



ADVERTISEMENT

We are in search of talented individuals interested in a commitment to progress as we seek to realize our strategic goals as the Caribbean's Leading Airport.

MBJ Airports Limited invites applications for the following position:

Accounts Coordinator

This position involves supervising the mechanics of the transaction process in accordance with established policies and practices with regards to purchases, accounts payables and receivables and accounts reconciliation.

This position has its most significant contribution to the organization in terms of maintenance of integrity and image, providing transaction data for decision-making, controls, report preparation and accountability for resources.

Qualifications and Experience:

- Bachelor's Degree in Accounting, Finance or related qualification from a recognized tertiary institution
- A minimum of two (2) years' experience in a supervisory level position in the commercial, financial or international transport sector.

Specific Knowledge and Skills Required:

- Advanced knowledge of computer applications - Microsoft Word, Excel, AccPac and Accounting package.
- Sound knowledge of accounting techniques.
- Sound knowledge of airports billing system and revenue accounting.
- Sound knowledge of electricity billing system and bank reconciliation.
- Sound understanding of financial statements and analysis.

The ideal candidate should demonstrate excellent human relations and interpersonal skills. This individual must possess the ability to analyze and evaluate conflicting information and will be required to exercise initiative, sound judgment and excellent reasoning power in performing job.

Interested individuals should submit their applications no later than [January 30, 2023](#) to:

**Human Resource Manager
MBJ Airports Limited
Sangster International Airport
Montego Bay, St James
Email: vacancies@mbjairport.com**