

## **Job Opportunity**

IMEX BZ LLC, the flagship member of the Holdex Holdings Inc., a group of companies, is looking for an ambitious **Commercial Accountant II** to provide support to the financial operations by managing daily accounting tasks. The successful applicant will be part of a team working to maintain order and transparency for the company's finances, including those of the parent and associated companies in the group.

Assisting with the preparation of the financial statements and reporting are a large part of this commercial accountant's day-to-day work. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

The goal is to contribute to the overall efficient operations of the group and help each associated company to be fully aware of its financial condition, paving the way for the right decision making to accomplish long term success.

## **Responsibilities**

- Post and process accounting entries to ensure all business transactions are recorded
- Update accounts receivable and accounts payable, perform reconciliations, retaining customer and vendor focus through daily and month end routines
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing income and expenses to produce budgets and key financial metrics for management
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit financial reports as assigned
- Assist the financial controller and other accounting officers in the preparation of periodic/monthly/yearly closings

- Assist with other accounting projects supporting a continuous improvement culture focusing on service, costs and cash flow to contribute to joint problem-solving as need arises

## **Requirements and skills**

- Proven experience as an accountant
- Excellent organizing abilities with great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office and familiarity with relevant computer software (e.g. QuickBooks)
- Qualifications: An associate degree in either accounting, business administration, finance or relevant field is needed while ACA, CPA, ACCA or CIMA are a plus, but not required.

Applications are being received at:

**Logistex Limited**  
**74 Bella Vista**  
**Belize City**  
**Belize**

**Emails: [benny@imexbz.com](mailto:benny@imexbz.com), or [roger@imexbz.com](mailto:roger@imexbz.com)**  
**Tel# +501 223 5200/5600**

**Deadline: January 31, 2025**