

Job Title:	Bookkeeper	Company Name:	BerNiko International Ltd.
Department/Group:	Accounting	Job Code/ Req#:	BKP
Location:	Cayman Islands	Relocation Required:	NO, must be on-Island
Level/Salary Range:	CI\$30-35,000/year	Position Type:	Full-time, 5 days a week
Commission:	n/a TBD 2 nd Year	Date posted:	August 2020
Expected Work Hours:	Monday – Friday 9AM to 5PM	Posting Expires:	When fillend
Applications Accepted By:			
E-mail: ab@bernikointl.com Subject Line: Attention: Bookkeeper Position		Attention: Alberto Beraha	
Job Description			
<p>Role and Responsibilities</p> <p>Bookkeeping role at BerNiko International Ltd., a Cayman entity founded in 2011 that provides Administrative Support Services to the Food & Beverage industry Worldwide. The role will encompass but not limit the following activities:</p> <ul style="list-style-type: none"> • Bookkeeping and accounting overview for all the administrative roles of the Company. • Coordinate with all the managers to fulfill bookkeeping duties. • Additional general customer service tasks for the managers per request. • B2B and B2C sales strategies and deployment. • Cash and Bank Reconciliation. • Monthly profit and loss as well as balance sheer reporting for the entities. • Report directly to Global General Manager and partner to perform administrative duties of the Company. <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • 2-3 year work experience in related field. • F&B and/or Hospitality experience a plus. • Microsoft Office proficient. • QuickBooks proficient. • Currently on-Island or Caymanian status mandatory. <p>Preferred Skills</p> <ul style="list-style-type: none"> • Customer Service Oriented. • Presentable and Personable. • Proficient with general accounting concepts. 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	