

WE ARE

HIRING

JOIN OUR TEAM

Leysner & de Cuba Accountants has been serving the Aruban business community since 1986 offering various services from accounting and auditing to consulting and payroll services.

Are you detail-oriented, eager to learn, and ready to join a dynamic team? Our accounting firm is seeking a Junior Administrative Assistant to join our team. This entry-level position is ideal for individuals with limited experience who are eager to learn and grow in a professional setting.

JUNIOR ADMINISTRATIVE ASSISTANT



Our established accounting firm is seeking a motivated Junior Administrative Assistant to provide essential support. While prior administrative experience is a plus, we value a positive attitude and a willingness to learn above all else. If you're looking to build a solid foundation for your career, we want to hear from you!

Responsibilities include but are not limited to the following:

- Monthly booking of sales
- Monthly booking and reconciling bank accounts and cash accounts
- Following up with clients about missing backups
- Calculating monthly BBO payments

Required skills, qualities and experience:

- Education EPI or similar
- Knowledge and experience with Office applications and accounting software such as SAGE and/or Quickbooks
- Good command of IT skills
- Critical attitude and daring to take initiative
- Fluent in Dutch and English language in word and writing, as well as good speaking skills in Papiamentu

To apply, please submit your resume and motivation letter to fdekort@leysner-decuba.com no later than April 4, 2025.

Further information is available from:
drs. F.R. de Kort (+297 583-3050).

