



## Senior Accountant - Guyana

### About Us

Actlabs founded in 1987 is a global company based in Canada with a local presence in Guyana. We are recognized throughout the world as a leader in analytical testing and development services. With over 30 years of experience, our analytical laboratories provide high quality analysis impacting every aspect of our life including: Mining and Mineral Exploration, Agriculture, Cannabis, Environmental, Forensics, Life Sciences, Material Testing, Occupational Health and Petroleum Industries.

We're investing for the future, implementing innovative strategies to allow us to continually strengthen and lead in the industries that we serve. This is an exciting opportunity for anyone who wants to join an established and growing company. At Actlabs, we are committed to rewarding and retaining people who are passionate about making a positive impact in their professional and personal lives.

### Job Overview

We are seeking an energetic Senior Accountant to join our dynamic team in Guyana. Our lab is located in the Industrial Area, in East Coast Demerara. The Senior Accountant will oversee our lab accounting process, coordinate with the management and operations teams in Guyana and ensure proper and timely reporting to the Head-Office in Ancaster, Canada.

### Responsibilities and Duties

The Senior Accountant's responsibilities mainly include:

- Handling the daily accounting operations and maintaining proper accounting books and records;
- Ensuring accounting entries are timely processed, supporting documents properly filed, general ledger properly maintained and month-end properly closed;
- Processing and administering biweekly payroll and ensuring compliance with statutory laws and regulations (Tax; social security...);
- Processing periodic VAT and tax declarations and ensuring payment within the deadlines;
- Coordinating with the operations and administrative teams to ensure proper and timely client's invoicing and collections as well as timely processing of suppliers' payments;
- Ensuring that banks, receivables and payables accounts are properly maintained and reconciled;
- Ensuring that our corporate policies and procedures are followed and adhered to;
- Collaborating and working with the international controller (based in Canada) on ad-hoc projects;
- Ensuring monthly reporting to the Head-Office;
- Assisting in financial planning, setting procedures and improving processes.

### Education and Qualifications

- Bachelor's degree in accounting; professional designations is a plus (ACCA, CPA);
- 3+ years of accounting or audit experience (public accounting experience is valued);



- Hands-on experience with accounting software or ERP's, preferably QuickBooks;
- Strong attention to detail, well-developed analytical and problem-solving skills;
- Proficiency in Microsoft Office (mainly Excel);
- Excellent communication skills (written and verbal);
- Team focused and ability to work with others as well as independently;
- Ability to work in a changing environment and to consistently achieve quality standards;

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday 8 a.m. to 4 p.m.

**Compensation & Benefits**

Salary & Benefits: TBD

**Additional Information**

**As health and safety is our priority, we have taken additional steps from the onset of the pandemic to provide a covid-19 free work environment for our team.**

We celebrate diversity and are committed to an inclusive workplace environment for all employees. Actlabs is proud to be an equal opportunity work environment.

We thank all applicants for their interest, only those considered for an interview will be contacted.

**Submit cover letter, resume including the position title in the subject line via e-mail to [hr@actlabs.com](mailto:hr@actlabs.com)**

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