

# **Chevron International Limited**

## **ACCOUNTING ASSISTANT/RECEPTIONIST**

We are inviting applications for a single position which includes duties both as an accounting assistant and a receptionist. The responsibilities include, but are not limited to:

### **Accounting Assistant duties:**

- General Ledger entries in SAP and Quickbooks-type General ledger systems.
- Payments processed utilizing online banking systems for local and international banks.
- Data entry into Reinsurance Accounting systems.
- Data input into spreadsheets assisting with financial analysis as required.

### **Receptionist duties:**

- Regular hand delivery of documents in City of Hamilton.
- Distribute incoming mail and process outgoing mail.
- Organize courier requirements.
- Accept and disburse office supplies.
- Responsible for filing and retrieval of archived files.
- Welcome visitors.

### **Requirements:**

- A minimum of 2 years accounting/bookkeeping experience.
- Strong Computer skills including Microsoft Word, Outlook and Excel.
- Strong communication skills both interpersonal and written.
- Willingness to learn online banking and accounting systems; prior experience with such systems is a plus.
- Timely attendance, accurate work, and meeting deadlines are essential in this post.

Interested applicants should provide a detailed resume plus references to:

**Manager - Human Resource  
Chevron International Limited  
P.O. Box HM 2082  
Hamilton HM HX**

or by email to: [abrd@chevron.com](mailto:abrd@chevron.com)