

**2 YEARS
EXPERIENCE**

Administrative Assistant Accounts Payable

**JOIN
OUR
TEAM!**

NV GEBE, responsible for the production and distribution of electricity and the management of water operations in St. Maarten, has a vacancy for:

Administrative Assistant Accounts Payable

Purpose: To assist in ensuring correct and timely processing of invoices and other payment documents.

Key Responsibilities:

- Maintains a database of creditors.
- Assigns internal control numbers and maintains a register of all incoming invoices.
- Monitors the return of invoices distributed among departments for checking correctness.
- Assists in controlling legitimacy and in matching invoices to purchase orders, credit notes and receipt documents of goods and services and maintains contact with other departments and with suppliers.
- Processes all payment documents such as invoices, payment orders in the accounts payable sub-ledger.
- Assists in drawing up weekly payment lists ensuring proper authorization, correctness, completeness and timeliness.
- Assists in preparing periodic closing and in finding explanations for differences as part of the reconciliation of the general ledger with the accounts payable administration.

Specific knowledge/skills:

- 2 years relevant experience
- Knowledge of financial policies, procedures and processes
- Computer skills (spreadsheets, word processing)
- Good command of English

Education/Training:

- MBO in Accounting



Interested persons can forward their letter of application and curriculum vitae to humanresources@nvgebe.com by Thursday, December 4th, 2025.