
JOB VACANCY NOTICE

Position: Auditor/Analyst

Department: Financial Services

Requirements:

- Bachelor's degree in Finance, Accounting or equivalent.
- Minimum 3 years of finance or accounting work experience required.
- Knowledge of finance and accounting systems software preferred.
- CPA certification preferred.
- Advanced experience with MS Excel, MS PowerPoint, and MS Word.
- Analytical and critical thinking skills.
- Must be self-starter, flexible, a team player, and detailed-oriented.
- Excellent written, verbal, and interpersonal skills.

Responsibilities:

- Responsible for various types of audits and follow-up procedures independently or with property manager's assistance to resolve problems or to ensure compliance.
- Travels to Mainland and neighbor islands to conduct audits as required.
- Assists in the preparation of the Company's annual and long-term financial plans and performs financial analysis.
- Performs risk management and appraisal tasks as necessary.
- Performs similar and incidental duties as required.

Qualified applicants should email your resume and salary requirements to hr@jamescampbell.com.