

# 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.

We are currently looking for the following candidates to join our team:

### SENIOR ADMINISTRATIVE ASSISTANT



Candidates must have experience in independently maintaining the administration, performing year-end closings, and keeping the payroll administration of various of our clients.

### Required skills, qualities and experience:

- A completed Bachelor's course (HBO) or Associate's level course (MBO) in business administration with solid experience in performing yearend closing
- Strong numerical insights and skills
- Knowledge and experience with Office applications and accounting software such as SAGE and/or Quickbooks
- Critical attitude and daring to take initiative
- Experience in performing audit work is recommended
- Strong written and oral proficiency in Dutch and English is required
- Good communication skills for contacts with clients
- Able to work and deliver under pressure and within tight deadlines

To apply, please submit your resume and motivation letter to [fdekort@leysner-decuba.com](mailto:fdekort@leysner-decuba.com) no later than Aug 14, 2023.

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

