

# 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.

### ADMINISTRATIVE ASSISTANT



Our established accounting firm is seeking a motivated Administrative Assistant.

### **Responsibilities include but are not limited to the following:**

- Booking and reconciling bank and cash accounts.
- Calculating monthly BBO payments.
- Preparing and processing monthly payroll.
- Preparing monthly and yearly closings.

### **Required skills, qualities and experience:**

- Education Havo, EPI or similar.
- At least 5 years of responsible experience in accounting.
- Knowledge and experience with Office applications, accounting software (SAGE, Odoo and/or Quickbooks), and payroll software (Payroll Pro).
- Good command of IT skills.
- Critical attitude and daring to take initiative.
- Fluent in Dutch and English language in word and writing, as well as good speaking skills in Papiamentu.
- Strong communication skills (we handle a lot of international emails).
- Must be able to work well in a team.

To apply, please submit your resume and motivation letter to [fdekort@leysner-decuba.com](mailto:fdekort@leysner-decuba.com) no later than July 31, 2025.

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

