

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 Papiamento.
- 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 no later than January 16, 2026.

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

