

O'NEAL WEBSTER, a leading law firm in the British Virgin Islands that provides legal services to local and international clients is recruiting for an **Accounts Administrator 2**. This role is responsible to provide support at an intermediate level within the firm's accounting department to manage the firm's accounts receivable function and provide ad hoc support to the compliance function as required. The Accounts Administrator 2 responsibilities include reviewing and reconciling accounts deposits, bank accounts and receivable accounts.

To be successful in this role you should have a finance or accounting background and be familiar with bookkeeping. This position will involve reporting to the Senior Accountant and Chief Operating Officer.

KEY DUTIES & RESPONSIBILITIES

1. Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared
2. Attend to the monthly reconciliation for all bank accounts and deposits accounts held by the firm
3. Monitor and collect accounts receivable by contacting clients via telephone and email
4. Prepare analytical and ratio analyses relevant to A/R so management can gain a better understanding of how collection efforts are progressing
5. Provide support to Compliance Officer/MLRO
6. Update and provide W8-Ben Form as requested by clients
7. Filing as required

KNOWLEDGE & SKILLS REQUIRED

1. Proven work experience as and Accounts Administrator or similar role
2. Strong mathematical skills
3. Understanding of principles of finance, accounting, and bookkeeping
4. Superb time management and detail orientation
5. Ability to keep company and partner confidences
6. Very good organizational skills and time management abilities
7. Good personal skills and ability to work with a team
8. Accurate and attentive to detail
9. Good working knowledge of a law firm's business would be a plus

QUALIFICATIONS & EXPERIENCE

1. Associates or Bachelor's degree in Accounting or equivalent
2. Two years' experience in a accounts receivable (or accounts payable)
3. Advance knowledge of Microsoft Excel (using financial formulas and creating spreadsheets)

Interested candidates may submit their résumés to the Chief Operating Officer at recruit@onealwebster.com.

Closing date for applications is May 15, 2025.