

JUNIOR ACCOUNTANT – GENTRAC



Position Type	Full-Time, Permanent
Location	International Airport Road, Ladyville, Belize (On-Site)
Start Date	Jun 1, 2026 (flexible)
Experience Level	Mid-Level (3-5 Years)
Salary	\$18,000 - \$22,000 per annum (Based on experience)

About GENTRAC

GENTRAC is Caterpillar's dealer serving Belize. As a trusted provider of heavy equipment, power systems, and technical solutions, GENTRAC is committed to delivering exceptional service and innovative solutions to our customers. We are seeking a collaborative contributor to support our finance department.

JUNIOR ACCOUNTANT – GENTRAC

Position Overview

The **Junior Accountant** will be responsible for maintaining accurate records, inputting financial information, assisting with audits, and supporting the overall accounting department. This role offers an excellent opportunity to grow your accounting skills in an established synergistic company.

Key Responsibilities

- Maintain customer records and sales related records
- Prepare and track rental contracts
- Process invoices, purchase orders, and expense reimbursements
- Maintain accurate general ledger accounts and journal entries
- Assist with bank reconciliations and cash flow management
- Prepare tax documentation and support tax filing requirements
- Assist with internal and external audit procedures
- Support payroll processing and employee benefit administration
- Manage financial documentation and maintain organized filing systems
- Prepare reports for management review
- Collaborate with team members on special projects and ad hoc financial analysis

JUNIOR ACCOUNTANT – GENTRAC

Required Qualifications

- Diploma / Associated Degree in Accounting, Finance, or related field
- 1 - 3 years of accounting or bookkeeping experience
- Computer literate with a strong working knowledge of Excel
- Proficiency with accounting software (**QuickBooks, Xero, or similar platforms**)
- Strong knowledge of **Generally Accepted Accounting Principles (GAAP)**
- Strong analytical and problem-solving skills
- Excellent attention to detail and accuracy
- Professional communication and interpersonal skills
- Ability to work independently and meet deadlines
- Team player committed to long-term employment
- Spanish communication is an asset

JUNIOR ACCOUNTANT – GENTRAC

Compensation and Benefits

GENTRAC offers a competitive compensation package and benefits, including:

- **Annual Salary: \$18,000 – \$22,000 (Based on experience and qualifications)**
- Comprehensive Health Insurance
- Life Insurance
- Paid Time Off
- Annual Performance Bonus
- Transportation Allowance from Belize City
- Professional Development & Training Opportunities
- Company Uniform

Why GENTRAC?

Long-term career development in a growing organization

Opportunity to work with a leading Caterpillar Dealership

Professional development support and training resources

Competitive compensation and comprehensive benefits package

JUNIOR ACCOUNTANT – GENTRAC

Apply

How to Apply:

Kindly send your updated resume along with one reference letter to:
belizecareer@gmail.com

Should you have any questions, please feel free to contact us.
+501 622-3643