

THE BERMUDA CHAMBER OF COMMERCE

Job opportunity: Senior Accountant

Bermuda Chamber of Commerce is seeking an enthusiastic individual to join our team as a Senior Accountant. This position reports directly to the Executive Vice President.

Duties and Responsibilities:

- All payroll functions, including payroll tax return filing
- Creation of invoices in a timely manner
- Payment of vendor bills in a timely manner
- Ability to generate accounts payable and accounts receivable reports
- Monthly bank reconciliations and financial statement preparation
- Ability to review, recommend and implement internal controls procedures
- Preparation of management reports and audit files as required

Qualifications and Experience:

- Professional qualification i.e. CA, CPA, CGA or CMA
- At least 5 years experience in a similar position

Position Requires:

- Proven ability to work in a challenging business environment with minimal supervision
- Proven skill with Microsoft Office Suite and QuickBooks
- Excellent written, verbal and time management skills

This is a part-time position with the successful candidate working a minimum of 30 hours per week.

Resume and cover letter should be sent to:

The Bermuda Chamber of Commerce

info@bcc.bm



Creating opportunities for Bermuda

The deadline for submission is **Monday, November 28th**

Only Bermudians and spouses of Bermudians need apply. All applications will be treated in the strictest of confidence.