

Senior Accounts Administrator

Sigma Corporate Services Company Limited serves the operating companies of Ascendant Group Limited, including Bermuda Electric Light Company Limited (BELCO), Bermuda Gas & Utility Company Limited and PureENERGY Renewables, Ltd. Sigma is pleased to invite applications from suitably qualified and experienced individuals for this position.

Key Responsibilities involve but are not limited to:

- Monthly reconciliation of various general ledger accounts
- Monthly reconciliation of vendor statements to Company records
- Monthly posting of required journal entries
- Preparation of reports and surveys
- Processing and payment of vendor invoices payable
- Maintain a productive working relationship with all team members
- Complete special projects and ad hoc accounts requests

Skills:

- Strong organisational skills
- Excellent analytical skills
- Excellent communication skills (both written and verbal)
- Proven ability to work under pressure and meet tight deadlines
- Able to work in a team environment
- A high level of accuracy
- Attention to details
- Able to function under minimal supervision

Job Knowledge & Education:

- Bachelor of Commerce Degree from a recognised University, or equivalent
- Knowledge of computerized general ledger systems (SAP preferred) and Microsoft Office required
- Working knowledge of Microsoft Office suite of products and other computer applications
- Knowledge of International Financial Reporting Standards would be an advantage

Previous Work Experience:

The successful candidate would have a minimum of three years Accounting/ Bookkeeping experience with comprehensive knowledge of reconciliation analysis, balance sheets and income statements.

SIGMA is a drug, alcohol and smoke free environment and, as such, requires all applicants to successfully pass a pre-employment drug and alcohol screening prior to an offer of employment.

Application deadline: 30 March 2012

Apply to:

Cheryl E. Minors
Senior HR Coordinator
Human Resources
P.O. Box HM 3392, Hamilton HM PX
E-mail: cminors@sigma.bm

