

# **Chevron International Limited**

Invites application for the position of **Senior Accountant**

## **Key Responsibilities**

- Maintain responsibility for general ledger accounting function for certain Bermuda captive insurance companies within the Chevron group of companies.
- Manage payment requests for insurance liabilities and general operating expenses for captive insurance companies, and prepare payment documentation for processing by Bermuda Treasury Group. Ensure payments are processed timely and accurately.
- Prepare quarterly Intercompany payments to be processed in accordance with internal company guidelines.
- Prepare statutory and GAAP financial statements for audit and coordinate external audits of financial statements.
- Prepare monthly accounting variance analysis with written narrative for management review.
- Work with accounting team to post intercompany transactions to the general ledger and to reconcile intercompany account balances between numerous entities.
- Assist the Corporate Governance group by reviewing management financial statements and providing commentary where necessary to facilitate Director review in Annual General Meetings.
- Assist President with ad hoc projects and preparation of reports to Chevron's Corporate office as necessary.
- Perform SOX testing and analysis as required.
- Work with Corporate Accounting in the area of Equity and Subsidiary Accounting.

## **Qualifications and Experience:**

- A recognized professional accounting designation (e.g. CA, CPA) with a minimum of 4 years post qualification experience.
- Working knowledge of SAP Financial Accounting including: posting transactions, and report preparation.
- Proficiency in Microsoft Office applications, with particular emphasis on Excel spreadsheet reports and analysis.
- Prior record of dealing with regular financial reporting deadlines, with an ability to meet tight deadlines and to work public holidays when necessary.
- Proven ability and experience as a team leader, including supervision of accounting staff.

Please respond in writing, marked Private and Confidential, to:

The Manager Human Resource  
Chevron International Limited  
P.O. Box HM 2082  
Hamilton HM HX  
or [abrd@chevron.com](mailto:abrd@chevron.com)

Closing date: May 30, 2012