

DETAILS Management Ltd.

Details Management Ltd, on behalf of our client, a Class 4 specialty property and casualty reinsurer, is seeking a Cash Accountant and Accounts Payable Accountant to join their dynamic team.

Cash Accountant

The Cash Accountant will report to the Assistant Controller and will be responsible primarily for the timely and accurate processing of claim payment requests and clearing cash entries in the underwriting system.

Key Responsibilities:

- Process all underwriting cash disbursements accurately and timely
- Manage the letter of credit (LOC) and trust administrative process including processing initiation or change requests, ongoing administration and monthly compliance reporting
- Provide all LOC support information for the annual regulatory filing with the Bermuda Monetary Authority
- Communicate relevant cash information to brokers
- Allocate all cash disbursements within the underwriting system
- Work with the Treasury Department to ensure funds are available for processing of wires/drafts
- Answer all cash related broker and internal customer inquiries
- Research banking issues as needed
- Provide backup coverage for colleagues as designated
- Additional projects and ad hoc duties as required

Qualifications & Experience:

- Minimum of 5 years of experience in a similar role required
- Proficient in Microsoft Office suite of applications with strong Excel skills
- Experience with RSG underwriting systems preferred
- Re/Insurance industry experience preferred
- Microsoft Access skills desirable
- Previous LOC experience preferred
- A natural ability to use initiative and self-manage, with ability to handle confidential information with absolute discretion
- Strong analytical, writing, organizational and presentation skills
- Capable of delivering results both independently and as part of a team, with a demonstrated ability to meet deadlines

Accounts Payable Accountant

The Accounts Payable Accountant will report to the Assistant Controller and will be responsible for the timely and efficient processing of vendor invoices, maintaining accounts payable, expense reporting and payments for multiple entities.

Key Responsibilities:

- Monitor bank activities and record all general and administrative expenses
- Completing the payment process with accuracy, timeliness and attention to detail
- Review of all invoices for appropriate documentation and approval prior to payment
- Perform all intercompany allocations and reconciliations
- Perform bank reconciliations
- Maintain cashbooks and monitor bank balances
- Process employee expenses and accounts payable process for multiple entities
- Analyze and reconcile vendor statements and answer all vendor inquiries
- Maintain all accounts payable reports, spreadsheets and files
- Assist with the monthly closing process
- Maintain reports for the reporting of fixed assets and miscellaneous assets and liabilities
- Assist with the determination of quarterly accruals
- Analyze quarterly expense reports
- Miscellaneous reporting on expenses for internal and external needs, including surveys, etc.
- Provide coverage to colleagues as designated
- Perform other duties and ad hoc requests as assigned

Qualifications & Experience:

- Strong knowledge of accounting and a minimum of 5 years related work experience
- Education equivalent to a high school diploma
- Experience with Great Plains general ledger and accounts payable systems.
- Familiar with online banking systems
- Proficient in Microsoft Office suite of applications, with strong Excel skills
- A natural ability to use initiative and self-manage, with ability to handle confidential information with absolute discretion
- Strong analytical, writing, organizational and presentation skills
- Capable of delivering results both independently and as part of a team, with a demonstrated ability to meet deadlines

Please forward a detailed resume and two professional references to Vittoria Canale at hr@details.bm with reference made to CA418 or AP419.



DETAILS
Management Ltd.

- Accounting
- Payroll
- Technology
- Recruitment

Closing Date:
Wednesday, July 11th

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