

With roots dating back to 1903, the Bermuda Institute of Ocean Sciences (BIOS) is a world class marine science research and education organization, Bermuda's source for environmental education and a global training center for young scientists...**BIOS is committed to ocean science for human good.**

BIOS is a U.S. incorporated 501(c)(3) not-for-profit research and education institute employing a multi-national staff approximating 100 people. Information on BIOS can be found at www.bios.edu.

Treasurer and Controller

Duties and Responsibilities

- Supervises financial and accounting activities
- Prepares and analyses monthly management & Trustees' reports
- Coordinates preparation and administration of annual budget
- Coordinates Annual and Special Audits, prepares annual SF-SAC filing, quarterly NSF FFR reports and other mandated financial reports
- Monitors compliance with Bermuda, US and overseas grant requirements
- Monitors compliance with US Internal Revenue Service
- Meets deadlines and works extended hours, including weekends, as necessary
- Reports to Chief Operating Officer and assists in special projects

Qualifications

- Chartered Accountant or Certified Public Accountant
- Minimum 10 years of accounting management experience
- Experience with Sage's MIP accounting package
- Strong computer skills, including extensive knowledge of MS Excel and Word.
- Experience administering US grants and a working knowledge of 2 CFR, Part 230 and 2 CFR, Part 215
- Experience working with US Government agencies including NSF, NOAA, NASA and NIH
- Experience with audits in conformity with OMB Circular A-133 and knowledge of US GAAP
- Knowledge of US 501(c)(3) not-for-profit rules and regulations
- Commitment to work as a team player and strong communication, interpersonal and organizational skills.

BIOS offers a competitive package in a stimulating and challenging work environment. No Agencies. Qualified candidates should post or email their written application with cover letter, curriculum vitae and include references and salary requirements to:

HR Officer, The Bermuda Institute of Ocean Sciences (BIOS)
17 Biological Station, St. George's GE01, Bermuda
Email: HR@bios.edu
Fax: (441) 297-2222

Closing Date: March 31, 2013

BIOS is an equal opportunity employer in a drug-free workplace and learning environment

Bermuda Institute of Ocean Sciences

