

## **Finance Administrator**

The school is seeking a highly competent individual to assist with the management of the school's finances. The position is full-time. The applicant is expected to have initiative in their work, respect for others and a commitment to the schools philosophy.

Applicants must possess the following:

- Bachelor's Degree is preferred
- Extensive Accounting experience including Fund Accounting
- Strong skills in Quick Books, Word and Excel
- 3 years experience in a similar working environment with responsibility for:
  - Reconciling school accounts including general ledgers
  - Managing annual audit process
  - Preparing financial statements to audit standards
  - Understanding of payroll and related benefits
  - Accounts payable processing
  - Preparing monthly budget and cash flow projections

The position requires a high level of confidentiality, attention to detail and familiarity with small office environments.

Please submit resumes with 2 letters of professional reference by June 26th, 2013 to:

**Stacey-Lee Williams**

**Business Manager**

**107 Middle Road**

**Devonshire DV 06**

or

**By e-mail to**

**[swilliams@somersfield.bm](mailto:swilliams@somersfield.bm)**



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