



**BERMUDA HEALTHCARE
SERVICES**



**BROWN - DARRELL
CLINIC**

Brown-Darrell Clinic and Bermuda HealthCare Services

Post Opening: Chief Financial Officer

Key Responsibilities include:

- Manage, control and monitor all accounting, cash payment and receivable functions, including payroll, for Bermuda HealthCare Services and Brown-Darrell Clinic
- Prepare monthly reports and quarterly financial information
- Prepare monthly variance analysis and key performance indicators
- Reconcile accounts payable and inter-company accounts
- Prepare annual budget and monitor compliance with budget
- Report on cash management
- Train staff as assigned
- Perform other assigned duties consistent with position

Skills, Qualifications & Experience:

- Professional accounting qualification: CA, CPA, CGA, CMA or equivalent
- A minimum of three years post qualification experience in health care financial operations
- Proficient with QuickBooks, Microsoft Excel and Word. Some knowledge of Medisoft would be an asset
- Ability to multi-task, prioritize and organize duties
- Excellent communication, interpersonal and time-management skills

Position offers superior salary and benefits

Please apply in writing with resume and references to:

Kelley McKinney ◇ Chief Operating Officer ◇

129 South Road, Smith's HS 01

Or email: kmckinney@bdcl.bm

Closing date: July 19, 2013