

Thomas United Company Limited

Requires the following

Accountant/Office Manager

Minimum 3 years experience, reporting directly to the President, the position will be responsible for all data collection, information management, strategic planning, accounting, financial and administrative functions of the company including preparation of budgets, management report and financial statements, property management and daily accounting/administrative duties.

The company's activities are Healthcare, Emonitor, Food service and property management with approx. 100 employees. The candidate should possess an accounting designation (C.A. or CPA), or be qualified by experience. Degree in Accounting, Business, and Finance with experience is preferred. Good knowledge of computer systems and financial software is required.

This is a senior position within the company requiring energetic, self-motivated individual with excellent communications, strategic planning, problems solving, organizations and leadership skills. The position requires a "hand-on" approach.

The Office Manager will function in conjunction with the Senior Management team to lead and manage various outlet operations with responsibilities including but not limited to staffing, sales & marketing, guest services and facilities management, income vs expense management, liaison with vendors, payroll, HR, analysis of reports and implementation of the standards and procedures. Weekends and late nights may be required.

Accounting and Office Manager Assistant

Departments: Accounting; Administration

Job summary

Maintain a professional office environment at anytime. Dispatch external inquiries accordingly to other departments. File all accounting documents and forms. Maintain a fair supply of office consumables. Serve as contact person with suppliers and contractors for billing and invoicing. Manage accounts payable and receivable and execute collections of current and delinquent accounts. Initiate inquiries targeting contractors and suppliers as requested. Serve as contact person with external entities including courts, collection agencies, suppliers, etc. Perform clerical tasks to support Accountant/Senior Executive Team.

Summary of essential job functions included but not limited to:

Review sales daily and weekly reports from all profit centers, Maintain office cleanliness, Organize filing of documents and forms, Perform data research as needed, Manage accounts payable reconciliation, Process charge account requests and monitor charge account credit limits, Coordinate Accounts Receivable from all profit centers, Schedule equipment maintenance and repairs, Assure follow through on maintenance agreement or repair contracts, Monitor credit card internal control protocol, Monitor prepaid expenses, Monitor on-hand supply of office consumables, Facilitate import freight custom process, Manage supply and inventory of equipment parts, Review weekly data files, Perform bookkeeping tasks: General Ledger, Accounts Payable, Accounts Receivable

Minimum requirements:

Minimum experience of two years in an office environment is required. A college degree in Accounting, Business, Finance or two year associate degree with experience is preferred. Candidate must be comfortable with numbers. Candidate must have a good command of Excel, Word, and PowerPoint. Knowledge of Accounting software is not required if candidate is willing to learn how to use SMB accounting software and other pieces of software. Selected candidate will be tested in Excel and Word.

Abilities required:

This is an office position where candidate needs to be physically fit to move office boxes. Candidate will have to lift 25-50 pound packages as required to perform their duties. Ability to work occasional evening and weekends.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please apply in writing with CV, two references and a covering letter to:

Human Resources, Thomas United Company Limited, P.O. Box HM 1619, Hamilton HM GX, Bermuda. Dead Lines for applications January 27, 2014