

# Bookkeeper

New Venture Holdings has an immediate opening for an experienced Bookkeeper.

Reporting to the Controller, the Bookkeeper will be responsible for the ongoing recordkeeping for a diverse group of related companies. In addition to the day-to-day activities described below, the position will from time to time include ad hoc projects.

## **Responsibilities include:**

- Accounts receivable (invoicing, recording payments, collection)
- Accounts payable (record invoices, reconcile supplier accounts, initiate payments)
- General Ledger (create recurring entries, reconcile Ledger Accounts)
- Payroll (creation, reconcile benefit costs, prepare forms to add/remove employees from benefits)
- Banking (reconciliations, payment and deposit processing)
- Preparation of accounting working papers
- General office administrative tasks including relief of receptionist

## **Successful candidates will possess the following:**

- Two to three years' experience performing the above responsibilities and/or College level Bookkeeping and Accounting education
- Hard working, detail oriented, well organized
- Experience using QuickBooks is an advantage
- Proficient with Microsoft Excel and Word
- Excellent communication skills

If you enjoy Bookkeeping and Accounting in a varied work environment. If you want to learn while on the job enhancing your accounting and business knowledge, you're invited to send your resume by email or hand deliver to the attention of Richard Fox.

Email: [richard.fox@newventure.bm](mailto:richard.fox@newventure.bm)

By Hand: New Venture Holdings Limited  
New Venture House (3rd floor)  
3 Mill Creek Road, Pembroke

Closing date for applications Friday, February 28, 2014