

Expertise

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8 Par-la-Ville Road,
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Cash Accountant

Arch Reinsurance Ltd. (Bermuda) provides specialty property, casualty and life reinsurance products through reinsurance intermediaries worldwide. These programs range from Property Catastrophe and Property Excess of Loss reinsurance to Professional Liability and Marine Treaties. Our Bermuda-based operation has a strong, proven management team, a commitment to underwriting discipline, and financial strength that is rated A (Excellent) by A.M. Best and A+ by S&P. We invite applications for the position of:

Cash Accountant

The Cash Accountant will report to the Assistant Controller and will be responsible primarily for the timely and accurate processing of claim payment requests and clearing cash entries in the underwriting system.

Key Responsibilities:

- Process all underwriting cash disbursements in an accurately and timely manner
- Manage the letter of credit (LOC) and trust administrative process including processing initiation or change requests, ongoing administration and monthly compliance reporting
- Provide all LOC support information for the annual regulatory filing with the Bermuda Monetary Authority
- Communicate relevant cash information to brokers
- Allocate all cash disbursements within the underwriting system
- Work with the Treasury Department to ensure funds are available for processing of wires
- Answer all cash related broker and internal customer inquiries
- Research banking issues as needed
- Provide backup coverage for colleagues as designated
- Additional projects and ad hoc duties as required

Minimum Qualifications, Skills & Experience:

- Minimum of 5 years of experience in a similar role required
- Proficient in Microsoft Office suite of applications with strong Excel skills
- Experience with RSG underwriting systems and Great Plains accounting systems preferred
- Re/Insurance industry experience preferred
- Microsoft Access skills desirable
- Previous LOC experience preferred
- A natural ability to use initiative and self-manage, with ability to handle confidential information with absolute discretion
- Strong analytical, writing, organizational and presentation skills
- Capable of delivering results both independently and as part of a team, with a demonstrated ability to meet deadlines

Interested? Please send your application to bdajobs@expertise.bm.

All enquires will be dealt with in strict confidence.

Closing date: March 27, 2014

