



**On behalf of our client
Cycle Care Ltd**

We are seeking a responsible and organized individual for the full-time permanent position of:

ACCOUNTING AND OFFICE ADMINISTRATOR

The successful candidate will be responsible for accounting and human resource generalist related functions for the company to include:

- Accounts receivable (invoicing, recording payments, collection)
- Accounts payable (record bills, reconcile supplier accounts, initiate payments)
- General ledger (create journal entries)
- POS Cash reconciliation (identify discrepancies, record daily takings, spot check cash drawers)
- Inventory (process wire payments, prepare cost analysis for purchase order receiving)
- Banking (reconciliations, payment and deposit processing)
- Prepare daily cash position report
- Insurance (reconcile motor insurance control accounts)
- Prepare monthly financial reports
- Human Resource Generalist (process payroll, reconcile benefit costs, prepare forms to add/remove employees for benefits, participate in recruitment, immigration process, employee relations and team building)
- Enforcement of internal controls

Candidates should possess the following:

- At least 5 years' proven work experience in a similar role; and
- A Bachelor's Degree in Business or Finance
- Hardworking, detail oriented, well organized
- Excellent written and verbal communication skills
- Experience with the Point-of-Sale process
- Proficient in Microsoft Office
- Experience using QuickBooks/Windward would be advantageous

Evening and weekend work is required from time to time to meet operational needs.

Please forward a resume and a minimum of two (2) employment letters of reference to:

**Maryanne R. Scott, S.O.S. Limited, P.O. Box HM 1721, Hamilton HM GX, Tel. (441) 295-1585 Fax: (441) 295-1495,
Email: maryanne@capcarsos.com**

We would like to thank all applicants however only those being considered for an interview will be contacted.

Closing date: June 3, 2014