



Senior Accounts Administrator

Responsibilities & duties include:

- Maintain G/L and ensure all entries are posted in a timely, accurate manner.
- Prepare all approved cash disbursements for payment and forward to authorized approvers for execution.
- Preparation of daily cash position report for all Group cash accounts.
- Monthly reconciliation of bank accounts and G/L.
- Ensure all incoming cash for fees and commissions earned are received in a timely manner, and reconciled to fee/commission statements.
- Prepare bi-monthly payroll and benefits.
- Prepare monthly pension management accounts, prepare monthly cash payments to investment managers, and reconcile monthly statements.
- Support Financial Controller in all aspects, but in particular, gathering, analyzing and tracking financial and related business information from various initiatives/projects.

Education and Experience requirements include:

- A degree in business, finance, economics or accounting would be preferred.
- A minimum of 5 years' experience in a similar position.
- Strong written and verbal communication skills are essential.
- Demonstrable experience in the preparation of assorted on-line banking instructions (i.e. ACH, Foreign wire instructions, local transfer, direct payment, cheque preparation, etc.)
- Knowledge of Great Plains, FRx, and Microsoft Office are required.

Compensation will be commensurate with experience. If you are looking for a rewarding and challenging career, please submit a detailed resume to:

Human Resources, Bermuda Investment Advisory Services Limited
1st Floor, Wessex House, 45 Reid Street, Hamilton HM11, Bermuda
Or email: recruiting@bias.bm

Closing Date: August 27, 2014

BIAS is an Equal Opportunity Employer

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