

Senior Accounts Administrator

Our client, **Fast Forward Freight**, is seeking applications for the position of Senior Accounts Administrator



Key responsibilities include but are not limited to:

- Preparation of monthly financial statements
- Reconciliation of balance sheet items
- Posting monthly accruals and other journal entries accurately and in a timely manner
- Maintaining the Fixed Asset Register
- Posting of Accounts Receivable and Payable
- Weekly payroll and Human Resource functions
- Following up on delinquent and past due accounts in a pleasant manner

Qualifications, skills & experience required:

- Minimum of an Associates degree in Business or Accounting
- 5 years' experience in a similar role
- Reliable, self-starter, motivated and able to work with minimal supervision
- Excellent organizational, written and verbal communication skills are essential
- Strong analytical and problem solving skills
- Excellent time management skills
- Highly accurate and detail orientated
- Proven PC knowledge in Windows based programs & QuickBooks Accounting Software

Interested applicants should apply in writing to:

Ontru: Human Resources – **Fast Forward Freight**
9 Par-la-Ville Rd, 3rd floor, Hamilton HM 11
or e-mail hr@ontru.bm

All applications must be received no later than December 29, 2014