

At the KeyTech Group we believe the key to future growth is expansion and diversification through our subsidiaries. We have always been the principal investor in Bermuda's communications infrastructure... **Unlocking a world of connections!**

# Key Management

## Services Limited

## Staff Accountant

**Key Management Services Limited** ("KMS") provides comprehensive management services to all of the companies within the KeyTech Group. These services include, but are not limited to human resource management, legal and financial services. KMS is a member of the KeyTech Group.

KMS is seeking applicants with advanced knowledge of Excel; knowledge of accounting principles, theory, practices, computerized accounting systems and financial support systems; excellent verbal and written communication skills; strong organizational and time management abilities; attention to detail; and a proven team-player for the position of **Staff Accountant**.

In this role, the Staff Accountant supports the Financial Controller and Senior Accountant in carrying out the responsibilities of the Finance Department. The successful applicant must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.

### Other Responsibilities and Duties include (but are not limited to):

- Maintain the Fixed Asset and associated depreciation schedules for the Group.
- Manage petty cash and employee credit card applications and charges to ensure they are compliant and processed in a timely manner.
- Assist the Financial Controller in tracking and maintaining company insurance policies.
- Process and maintain accounts payable and prepare payments either online or by cheque, draft or wire transfer and facilitate approval process, and resolve vendor and internal customer inquiries related to accounts payable.
- Post and input online customer bill payments into customer accounts accurately and in a timely manner.
- Record daily payment summaries in the cash ledger.
- Perform account reconciliations and ledger updates in both billing and accounting systems.

- Perform monthly bank reconciliations for the Group, and process journal entry posting as required.
- Assist in preparation of reports for internal or external auditors, staff and managers.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time by the Financial Controller.

### The successful candidate must possess the following criteria:

- Associates Degree or Certificate in Accounting or Business or equivalent with a minimum of 3 years' experience directly related to the duties and responsibilities specified.
- Or minimum 5 years' experience in a similar role.
- Experience in preparing schedules for and participation of an annual external audit would be a definite asset.
- Experience with Great Plains accounting software would be a definite asset.
- Must be proficient with the MS Office platform.
- Able to organize work in an efficient manner and work well under stress.

All interested persons should apply with a cover letter and detailed resume via [www.keytech.bm/careers/](http://www.keytech.bm/careers/).

**Closing Date: Monday, 9<sup>th</sup> February, 2015**

The KeyTech Group is committed to maintaining a substance free workplace. Applicants will be subject to pre-employment substance screening prior to receiving an offer of employment.