



## Group Staff Accountant

The successful candidate will support the Financial Controller in carrying out day to day activities including but not limited to accounts receivable, accounts payable, reconciliations, journal entries, assisting with the facilitation of the smooth and efficient operation of the Finance/Accounting Department of Harbour Group.

### Key Responsibilities:

- Performing full cycle Accounts Receivable and Accounts Payable record keeping; updating and maintaining accounting journals, ledgers and other records detailing financial business transactions (e.g. disbursements, expense vouchers, receipts, inter-company transactions);
- Responsible for multiple bank reconciliations and record keeping for Harbour Group as well as clients;
- Maintaining the Fixed Asset and associated depreciation schedules; preparing and posting of General Journal entries; ensure proper recording of new purchases and disposals.
- Facilitating monthly close out procedures and reporting to Financial Controller;
- Facilitating annual audits processes and providing administrative support to Financial Controller;
- Preparing financial statements, performance notifications, contract notes and shareholder statements for review as well as for client trust and company accounts being administered by Harbour Group;
- Perform weekly/monthly NAV accounting for the funds being administered by Harbour Group;
- Record-keeping of fund subscriptions /redemptions/transfers and maintenance of share registers;

- Performing such other accounting, financial, or administrative tasks as may be required from time to time by the Financial Controller.

### Key Qualifications:

- A Bachelors degree in accounting, or a Bachelors degree in business with emphasis in accounting, is required;
- Accounting designation not essential, however would be advantageous
- A minimum of 3 years experience in accounting is required in the Financial Services Industry (Trust and Fund Administration experience preferred)
- Demonstrable working knowledge of various investments products such as equities, bonds & mutual funds and accounting there-of essential;
- Must be highly skilled in dealing with financial and numeric data.
- 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.
- Excellent computer literacy skills, including but not limited to Microsoft Word, Excel and experience with mainframe accounting systems (Microgen 5Series experience a bonus)
- Excellent communication skills, both written and oral

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Please submit a detailed cover letter and résumé no later than **April 30<sup>th</sup>, 2015** to:  
Human Resources Department

19 Reid Street, Hamilton HM 11, P.O. Box HM 665, Hamilton HM CX, Bermuda

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