

**BGA**

**Wholesale  
Distributor  
And Pitt &  
Company  
Ltd.  
invites  
applications  
for the  
position of:**

**FINANCIAL  
CONTROLLER**

\* \* \*

*The successful  
applicant will receive  
a competitive salary  
and benefits package  
that includes  
Major Medical,  
Dental and Life  
Insurance as well as  
Group Discounts to:  
The Phoenix Stores,  
SAL Limited,  
Aberfeldy Nurseries,  
Pitt & Company  
and BGA.*

\* \* \* \* \*

**All applications will  
be treated in strict  
confidence.**



BGA Wholesale Distributor (BGA) and Pitt & Company Ltd. (Pitt) are seeking a Financial Controller. Reporting directly to the Chief Financial Officer, the incumbent will be responsible for the preparation of the draft monthly financial statements for both BGA & Pitt, ensuring that the expected deadlines are met.

**Other specific tasks and duties will include:**

- Directing all processes relating to Accounts Receivable and Customer Service for both BGA & Pitt via the management of five direct reports;
- Reconciling the Pitt bank accounts; investigating old/uncleared cheques and resolving anomalies;
- Accounting for all marketing billbacks on a monthly basis;
- Liaising with vendors and marketing department to ensure prompt collection of all receivables due;
- Advising the Marketing Brand Managers each month of any advertising or sample charges that have not been billed back to vendors;
- Responsibility for the electronic top up of kiosk machines and tablets daily, invoicing the kiosk sales weekly and the monthly calculation of the kiosk commissions;
- Reconciling the kiosk machine balances to the AS400 Accounts Receivable Listing;
- Performing complete monthly intercompany reconciliations ensuring the accounts are in balance at month end close;
- Preparing monthly general ledger account reconciliations including follow-up of differences;
- Reconciling TBI Transactions on a monthly basis;
- Investigating significant purchase variances on shipments received and ensuring vendors give credit for short-shipments;
- Maintaining the AS400 / SUN system interface;
- Performing backup duties during departmental absences;
- Assisting with the annual financial audit, including liaison with the auditors and assistance with the preparation of audit schedules;
- Assisting with the annual budgeting process;
- Assisting with the annual inventory counts;
- Any other duties applicable to the level of the position as required by the manager to whom the position reports.

**REQUIREMENTS:**

- A minimum of five years related experience with diverse responsibilities - previous experience in a wholesale environment would be an asset;
- A recognized professional accounting qualification is preferable but not essential;
- Excellent interpersonal and communication skills – capable of maintaining effective working relationships with staff at all levels;
- Strong ability to handle multiple tasks with a commitment to meeting deadlines;
- Excellent analytical and problem solving skills;
- A mature self-motivator who can work independently with minimum supervision;
- Computer literacy and proficiency in Microsoft Excel and Sun accounting software
- Willingness to work additional hours as needed

This is a full-time position, hours 8:00 am to 5:00 pm; however, this is a management level role and the incumbent is expected to work the hours necessary to complete the required duties.

Interested applicants should apply in writing by the 14th of October, 2015 to the Human Resources Manager, BGA Wholesale Distributor, P.O. Box HM 506, Hamilton, HM CX, Bermuda OR via email to: [cpacheco@bga.bm](mailto:cpacheco@bga.bm).