

Systems Administrator/Controller



BAC Group of Companies invites applications for the position of Systems Administrator/Controller. The individual will be primarily responsible for troubleshooting system issues from a software and accounting perspective, as well as assisting the CFO with managing the day-to-day accounting requirements of the Group. The successful candidate should have extensive knowledge of industry best practices, be able to perform each essential function satisfactorily, and accurately interpret and monitor the financial performance by using the latest technology and practices.

Essential Job Functions

- Assist in the GP Dynamics implementation and troubleshoot any systems issues;
- Liaise with the IT & Business Process Manager to ensure the GP Dynamics system is functioning from an accounting perspective;
- Develop reports, smartlists, and financials using Management Reporter and SmartList Builder;
- Source and assist with implementation of additional software to improve overall corporate performance and efficiency;
- Lead in the production of accurate and timely monthly financial statements;
- Managing and directing the month end close process, including accountant analysis and reconciliation;
- Develop procedures and document data flow for process improvement and internal controls;
- Train current staff on software usage and functions;
- Preparing annual audit documentation and liaising with auditors accordingly; and
- Assisting with the budget preparation and analysis.

Minimum Required Qualifications, Experience and Skills:

- An internationally recognized Accounting Designation (i.e. CA, CPA, ACCA, CGA, etc.)
- At least 8 years of post-qualification experience
- Minimum 5 years of experience managing GP Dynamics implementations
- Proficiency in Microsoft Office Suite of applications
- Strong communication and interpersonal skills
- Superior organizational and time management skills

Closing Date: Friday, April 1, 2016

All applications should be submitted in writing with a resume and references to:

Human Resources Office,
BAC Group of Companies
P.O. Box HM 1095, Hamilton HM EX, Bermuda
Tel: (441) 292-0881 ext. 262 • Fax: (441) 292-6887
careers@bac.bm • www.bac.bm