



## **FINANCE TEMP ASSISTANT**

**DHL EXPRESS BERMUDA** is seeking to employ a **Temp Assistant** for the period **May 23, 2016 – September 23, 2016** to complete the following tasks:

- Retrieval of vendor invoices; requesting approval and processing as dictated by corporate policy
- Processing of employee expense reports; requesting approval and processing reimbursements
- Assisting with processing/ distribution of vendor payments
- Vendor statement reconciliations
- Accounts payable/ vendor related filing
- Assist with vendor account setup and maintenance
- Special projects or other accounting functions in Finance as needed

### **Minimum Qualifications & Experience**

- Associate's or Bachelor's degree in Finance, Accounting, Administration or related field
- Professional certification (an asset)
- Working knowledge of Balance sheets, P&L Statements & general accounting principles.
- Strong Computer skills including MS Excel & Outlook
- Prior experience in Accounting environment: 3 to 5 years

This is a challenging job opportunities with the world's leading logistics provider. Our commitment to excellence and team spirit is a substantial element of our company's culture.

Resumes should be submitted, no later than Friday, May 16th, via email to [hrvacabs@gmail.com](mailto:hrvacabs@gmail.com) referencing Finance Temp in the subject line.

Only short listed applicants will be contacted and applications received after the close date will not be considered.

**Absolutely no telephone calls will be accepted.**