

RUBiS

Energy Bermuda

RUBiS Energy Bermuda Ltd, is guided by a commitment to honesty, integrity, respect for people and delivering a high level of customer service.

We are an equal opportunity employer and offer a competitive salary and comprehensive benefits package.

If interested in this career opportunity and would like to be a part of our team, we invite you to apply in writing. No phone calls please.

Please send application to:

**Human Resources Manager
Rubis Energy Bermuda Ltd
P. O. Box GE 2
St George's GE BX**

or email to:
HR@rubis-bermuda.com

Closing Date: 01 July 2016

RUBiS Energy Bermuda Ltd operates a non-smoking and alcohol free work place. The Company requires all successful applicants to pass a pre-employment drug and alcohol screening check prior to an offer of employment. Applicants for safety-sensitive positions will also be required to pass a pre-employment medical examination to certify fitness to safely perform job functions.

Assistant Accountant

An excellent opportunity has arisen for a self-motivated and safety conscious individual to join the Finance Department in our company. Reporting to the General Accountant, the successful applicant will be responsible for overseeing the maintenance of accounting records in a complete, accurate and timely manner.

Accountabilities

- Maintain all daily financial accounting records
- Prepare appropriate month end accounting papers as required
- Ensure all payments are entered correctly into Microsoft Dynamics GP in a timely manner
- Follow up on outstanding invoices by month-end
- Prepare checks & electronic bill payments on a weekly basis.
- Keep Management informed of area activities and of any significant matters
- Prepare all customs documents relating to shipment of supplies and packed products received
- Provide assistance to the Finance Team as required
- Provide support by answering telephone calls, providing company reception services and interfacing with customers, providing excellent customer service
- To assist with any other job related task as appropriate

Requirements

- A relevant degree with a finance or business focus along with a minimum of 1 years' experience
- Strong analytical and problem solving skills with an attention to detail
- Self-motivated with strong organizational and interpersonal skills and the ability to communicate effectively at all levels of the organization
- Computer literate with a strong working knowledge of Excel and Word. Some Knowledge of Microsoft Dynamics GP would be an asset.