



ACCOUNTS RECEIVABLE ADMINISTRATOR (TEMPORARY)

The Bermuda Civil Aviation Authority (BCAA) is seeking a **Temporary Accounts Receivable Administrator** effective October 1st, 2016. Reporting to the Accounts Supervisor, the Temporary Accounts Receivable Administrator will be responsible for the calculation of fees to be invoiced, Accounts Receivable invoice processing and deferred revenue calculations.

DUTIES & RESPONSIBILITIES:

- Inputs all billing requests into the accounting system
- Calculates fee to be billed to customer
- Sends out customer statements monthly
- Answers billing queries from staff and customers
- Maintains complete record of customer documentation
- Contacts customers to collect outstanding payments

QUALIFICATIONS:

Interested candidates must have successfully completed the BSSC and possess an accounting assistant certificate or the equivalent of at least one (1) year's duration.

The post requires a minimum of three (3) years relevant experience in bookkeeping, accounting or receivables in an office environment.

Interested candidates should apply in writing and include a detailed resume and three (3) professional references to:

Ms Tracy Marshall, Office Manager
Department of Civil Aviation, Channel House, 12 Longfield Road, Southside,
St. David's DD 03

Email: BCAAjobs@bcaa.bm

Telephone: **293-1640**

Closing date: **September 30th, 2016**