



The Royal Hamilton Amateur Dinghy Club is seeking the following individual to join our team.

Accounts Manager

The Royal Hamilton Dinghy Club is seeking a seasoned accounting professional with a positive attitude to direct the financial operations of the Club (depending on the skills and circumstances of the successful applicant, the Club may be willing to structure this position to accommodate part-time employment in certain instances). As Club Accountant, s/he will manage the accounting functions and directly assist the General Manager and Club Treasurer on all financial matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. S/he develops policies to control and coordinate accounting, auditing, budgets, taxes and related.

Requirements:

- Accounting designation CPA, CA or CHAE certification (or equivalent)
- Bachelor's Degree in Accounting
- Minimum 2 years of management experience as an Accounts Manager
- Direct preparation of annual budgets, P&L, and monthly forecasts, cash flow, cash management. Sense of urgency with the ability to meet monthly financial deadlines in preparation of financial reports and statements
- Ability to produce weekly and monthly payroll, AP, AR and cost reports in an accurate and timely manner
- Perform monthly bank reconciliations, balance sheet account reconciliations
- A strong sense of member service with proven staff development, mentoring and training skills
- Excellent written and oral communication skills at all levels
- Interpersonal skills to collaborate with others is a must
- Relevant work experience gained within a food and beverage business environment
- Experience of working with Jonas Accounting System would be advantageous
- Proven business acumen

This position will receive direction from the General Manager and the Club Treasurer.

If you are vibrant, possess lots of energy, willing to go the extra mile while striving to exceed the member/guest expectations – please apply.

**Submit application and resumé marked 'confidential' to:
The Royal Hamilton Amateur Dinghy Club, 25 Pomander
Road, Paget PG05, 236-2250**

Resumés by e-mail are also accepted to: awalker@rhadc.bm

Closing date: February 3, 2017

Please include at least two character references

The RHADC like other establishments in Bermuda has a 'Drugs and Alcohol Don't Work Here Policy' and is an equal opportunity employer