



Accounts Administrator

West Hamilton Holdings Limited (the company) seeks a qualified and experienced individual to effectively manage the accounting, banking, payables, receivables and administrative functions of this medium sized real estate firm. The Administrator will be responsible for all accounts payables and receivables transactions along with maintaining a full set of accounts, produce accurate quarterly, half yearly and annual financial statements. This position reports to the Chief Financial Officer.

Key Role and Responsibilities

- Process all payables in QuickBooks using correct codes following verification and approval. Issue payments on a timely basis taking advantage of all discounts.
- Process all billings and monitor receivable balances to ensure that all funds due are collected by direct deposit to the company's bank accounts.
- Prepare bank deposits for cash receipts, issue receipts to customers, post all cash receipts promptly to the general ledger.
- Prepare monthly aging receivable statement and institute collection procedures for all overdue accounts.
- Produce weekly cash summary of current balances and projected cash flow for the next four weeks.
- Reconcile all bank accounts, receivable balances and suppliers' statements monthly. Investigate and resolve all discrepancies on a timely basis.
- Post all adjusting journal entries at the end of each quarter.
- Prepare the consolidated trial balance at the end of each quarter and review each account for fairness and accuracy.
- Prepare and present a complete set of financial statements each quarter within strict deadlines. Input adjusting entries and finalize the statements.
- Perform administrative functions including customers' enquiries, filing and other general office duties.

Minimum Skills and Qualifications.

- A college diploma in accounting
- University degree in a related discipline would be an advantage
- 5 years' progressive experience in real estate or financial service sectors.
- Strong experience using QuickBooks
- Must be able to deal with customers courteously, efficiently and maintain the confidentiality of all matters.

If you are looking for a challenging opportunity in a small office environment, we invite you to submit your application online to: harrys@westhamilton.bm or mail it to West Hamilton Holdings Limited, 69 Pitts Bay Road, Pembroke HM 08, no later than 26th April 2017