

BOOKKEEPER

Take Five Ltd., the parent company of Buzz, Devil's Isle and Village Pantry, is seeking applications for the position of Bookkeeper reporting to the Chief Financial Officer.

Take Five Ltd. maintains a drug-free work environment and reserves the right to perform pre-employment drug tests and criminal background checks.

All applicants must be punctual, reliable, have good work ethic and be willing to work over time as required.

Job Description & Duties:

- Responsible for weekly payroll processing for approximately 175 employees. This process includes obtaining manager sign-off of weekly timecards, inputting timecard data, determining gratuity pool allocations, processing weekly compensation amendments (as advised by HR), distributing weekly payroll via bank transfers and pay-checks, inputting employee payroll details into accounting system.
- Vendor invoice and statement reconciliations
- Reconciliations of cash deposits and credit card settlements
- Prepare bank cash deposits and change orders
- Participate and/or lead departmental projects

Education and/or Experience:

- Two or more years' experience as a bookkeeper or payroll processor
- Formal training in bookkeeping and/or accounting
- A high level of computer literacy, especially in QuickBooks and Microsoft Office products
- Advanced user capability with Microsoft Excel
- Must be honest, reliable and demonstrate good judgement
- Ability to work well in a high-pressure environment
- Must be a team player, responsible, self-starter with a positive attitude
- Good communication and organizational skills

Interested applicants should apply in writing and submit two professional references to:

Ontru: Human Resources – Take Five Limited
20 Church Street, 2nd Floor, Suite 205, Hamilton, HM 11
Or email hr@tfl.bm

All applications must be received no later than:
March 2, 2018