



BERMUDA LAND DEVELOPMENT COMPANY LIMITED

## **SENIOR ACCOUNTS ADMINISTRATOR**

Applications are invited for the post of Senior Accounts Administrator with the Bermuda Land Development Company Limited. The successful applicant will be responsible for the timely processing of the accounts payable and receivable within the Accounts Department, with the ability to follow-up to bring closure to tasks and assignments. They will be a self-starter, highly motivated and very flexible in their approach to tasks, which will vary widely from day to day, while still having the ability to maintain professionalism and the skill to prioritize.

Essential duties and responsibilities:

- Perform all functions related to processing invoices
- Communicate directly with suppliers regarding payments and general requests
- Verify vendor accounts
- Reconcile monthly statements and related transactions
- Coordinate with the Leasing department regarding tenant processes and monthly rent roll
- Research information, investigate discrepancies and answer tenant and customer queries
- Assist with small projects and special assignments for the department
- Carry out administrative and clerical tasks for the department including filing

The Senior Accounts Administrator must possess excellent customer service skills, be confident and motivated, able to communicate effectively with a variety of stakeholders including management, tenants, staff, contractors, suppliers and others. A proven track record of teamwork and customer focus and the ability to exercise discretion is essential.

Applicants must possess an Associate Degree in Accounting or equivalent relevant discipline with a minimum of three (3) years' experience or a minimum of five (5) years' experience in an accounting/business environment. It is essential that the post holder is proficient in Microsoft Office Suite, in particular Excel; possesses strong attention to detail and mathematical analysis skills.

Suitably qualified applicants should submit a resume and professional references to the:

Bermuda Land Development Company Limited  
Triton House  
1 Longfield Road  
St George's. DD 03  
Ref: ACCTSADMIN30118  
or Email: [hr@bldc.bm](mailto:hr@bldc.bm)  
[www.bldc.bm](http://www.bldc.bm)  
Closing Date: March 12, 2018