

Senior Accountant - Operations

BIOS seeks a qualified, experienced, self-directed and flexible individual to carry out the functions of the above position, as follows:

RESPONSIBILITIES:

- Cash Management – Bank transfers and daily monitoring and reporting of bank account activity
- Payment processing – Authorization and/or entry of instructions in accordance to BIOS signatory policy
- Bank and Credit Card Reconciliations – preparation and communication with Banks and card holders for deadline adherence.
- Budgets and budgeting process including entry into financial software
- Inventory management
- Liaise with internal departments for payment notices and AR amounts / follow up on outstanding balances
- Assistance with the annual audits
- Cross train and outage cover operational responsibility for critical responsibilities – AP/AR/payroll predominantly
- Maintain monthly schedules for reconciliation and recording purposes – investment, loan, payroll, insurance etc.
- Review of payroll and W-2 processing
- Protects organization's value by keeping information confidential.
- Other general and administrative functions (filing, liaise with external bodies as required)
- Assist with special projects and perform other duties as required by Controller and Executive Management

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Professional Certification: Certified Public Accountant or Chartered Accountant
- Experience with multi-fund accounting, grant and contract management
- Familiarity with US GAAP accounting principles
- Proficiency in MS Excel and Accounting packages (Abila MIP preferred)
- Proven organizational and time management skills and team player
- Excellent communication skills to liaise with department heads, federal agencies and BIOS executive
- Attention to detail and deadline oriented are a must
- Ability to multi-task in a multi-faceted organization and prioritize workload responsibilities

Interested candidates should email their applications, including a cover letter, resume/CV, salary requirements, and three references to:

HR Manager, The Bermuda Institute of Ocean Sciences (BIOS)
17 Biological Station, St. George's GE01, Bermuda
Email: HR@bios.edu

Closing Date: 7 September 2018

First preference will be given to Bermudians, Spouses of Bermudians, and PRC Holders- No Agencies please

BIOS is an equal opportunity employer in a drug-free workplace and learning environment

The Bermuda Institute of Ocean Sciences (BIOS) is an independent U.S. not-for-profit marine research and education organization with 501(c)(3) status and a Bermuda Registered Charity #116 employing a multi-national staff of approximately 80 people. www.bios.edu.