



**Saltus Grammar School
invites applications for the following position**

Senior Accountant

Reporting to the Director of Finance and Operations, the Senior Accountant provides assistance and support to the Finance Department by performing a wide range of financial and accounting functions, which includes but is not limited to day-to-day accounting and financial activities, providing oversight to the accounts receivable function, and assisting with the preparation of accounting forecasts and budgets. The incumbent will effectively review and assist with the monitoring of all internal financial controls and procedures.

Key Responsibilities:

- Perform accounting and financial functions for the School which includes School trusts, the Saltus Foundation and the School Shop.
- Provide oversight and assistance to the accounts receivable functions for various revenue streams including but not limited to student billing, facilities rentals, contract preparation, billing and recording receipts.
- Prepare and review monthly journal entries, financial statements, reports and accounts, ensuring accuracy and completeness throughout.
- Provide accounting analysis of all accounts as required by the Director of Finance and Operations.
- Assist with providing support to the School Shop in the capacity of accounting/financial matters and in the generation of various reports.
- Balance and reconcile bank accounts.
- Assist with year-end audit and the preparation of related schedules.
- Assist with the preparation of annual budgets, cash flow, projections/forecasts and explaining of monthly variances as required.
- Provide budget holders with monthly updates of their accounts and advise on queries relating to their respective budgets.
- Liaison with external parties which include but not limited to financial institutions, auditors, insurance providers, investment providers, legal counsel and the Saltus Association as required.
- Highlight concerns regarding expenses, balances and cash flow to the Director of Finance and Operations.
- Identify problems and errors and bring them to the attention of the Director of Finance and Operations.
- Assist in the capacity of finance/accounting with various school wide operations including events and activities.
- Responds to internal and external inquiries and works closely with the Director of Finance and Operations.
- Other duties and projects as assigned.

Minimum Qualifications, Experience and Skills:

- Five years' experience in Accounting or a similar role.
- Minimum of a Bachelor's degree with a professional accounting designation (CPA or equivalent).
- Solid knowledge of Generally Accepted Accounting Principles (GAAP).
- Previous experience in the preparation of financial statement and budgets.
- Highly proficient in Microsoft Office Suite with advanced skills in QuickBooks.
- Previous experience with Blackbaud and accounting systems would be preferred.
- Strong written and verbal communication skills with the ability to work with a wide variety of stakeholders.
- Team oriented with strong interpersonal skills.
- Strong attention to detail with excellent analytical and problem-solving skills.
- Willingness to participate in a wide range of responsibilities.
- Must be able to work extended hours – including weekends and evenings as required.
- Preference will be given to candidates with previous experience working not for profit and/or an educational environment.
- Clean criminal record.

Candidates are requested to e-mail a cover letter and resume to the People and Culture Department at:

Email: HumanResources@saltus.bm

Saltus Grammar School

P.O. Box HM 2224, Hamilton HM JX, Bermuda

Telephone: 441-292-6177



CLOSING DATE: September 14, 2018

For further information on Saltus Grammar School, please visit the school's website at www.saltus.bm.