

## **BZ Limited**

*Requires:*

### **ACCOUNTANT / OFFICE ADMINISTRATOR**

#### **QUALIFICATIONS**

- Minimum 5 year experience as an Accountant / Bachelor's degree in Accounting, Finance, Business with an emphasis in Accounting, or a related field; Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint); experience in accounting software, e.g. Quickbooks, Excel; Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, and Generally Accepted Accounting Principles (GAAP)

#### **DUTIES AND RESPONSIBILITIES:**

- Prior experience as office assistant, office administrator, or handling administrative responsibilities in a related field; Scheduling appointments/updating calendars a must; Excellent written and verbal communication skills; Excellent time management skills; ability to prioritize; Willingness to learn and to grow with the company and motivated to take on additional projects and solve problems; Self-directed and able to work without supervision; Comfortable in both a leadership and team-player role, manages team members, leads assistant meetings, and supervises when needed; Highly organized multi-tasker who works well in a fast-paced environment; Pays strict attention to detail; Ability to manage employees, while multi-tasking large projects

Please apply in writing with resume, 2 relevant references and certification and a police clearance report is necessary to **P.O. Box HM 426, Hamilton, HM BX. 536-4320** (No telephone calls please).

***Closing Date: May 23rd, 2019***