



Artex Risk Solutions (Bermuda) Ltd.

Client Accounting Assistant

Closing date: October 4th, 2019

Artex is one of the world's fastest-growing and most diverse insurance managers. With more than 400 staff in 15 worldwide locations, our employees work together to conceive, design and manage alternative risk transfer solutions that help our clients manage today's challenges and tomorrow's opportunities.

Artex Risk Solutions (Bermuda) Ltd. is seeking a motivated and proactive individual for the position of Client Accounting Assistant. The successful applicant will be responsible for handling the fundamental aspects of financial and support activities for our insurance clients, including processing financial transactions, accounts payable and receivable, reconciling bank statements, and accurate and detailed recordkeeping, preparation of financial reports and client board meeting preparation.

Responsibilities

- Responsible for the accurate and timely delivery of cash and treasury services to all clients
- Responsible for input and monitoring of information on electronic payment platforms
- Assisting in the preparation of monthly bank reconciliations and maintenance of the general ledger of our client companies
- Assisting accounting personnel with preparing financial reports, regulatory filings and client board meetings.
- Liaise with client representatives and service providers
- Other administrative, accounting and treasury duties as assigned.

Qualifications

- Minimum 2 years bookkeeping experience in Insurance/ Reinsurance industry
- Previous general office experience
- Strong technical skills and knowledge of accounting processes and banking procedures
- Experience with electronic bank processing
- Excellent verbal and written communication skills
- Ability to produce highly accurate and excellent quality work
- Demonstrable ability to multi-task and adapt to changing priorities
- Motivated individual who is deadline driven and committed to delivering an excellent level of client service
- Excellent verbal, written, organizational skills with the ability to engage effectively at all levels
- Superior knowledge of Microsoft Suite of Products

Interested applicants are invited to apply in writing by emailing your **cover letter (must indicate Bermudian, Spouse of Bermudian, PRC or Non-Bermudian), your resume and two professional references to:**

resumes.bda@artexrisk.bm – subject should state "Client Accounting Assistant"

Artex is a wholly-owned subsidiary of Arthur J. Gallagher, one of the world's largest insurance brokerage and risk management companies. Gallagher employs more than 25,000 people worldwide across 35 different countries, with a global network that can offer client service capabilities in more than 150 countries.