



THE WEST END
BERMUDA

Facilitating commerce
while, preserving history
and developing our
vested lands sustainably.

ACCOUNTS PAYABLE ADMINISTRATOR

West End Development Corporation is seeking an Accounts Payable Administrator, reporting directly to the Assistant Financial Controller. The successful applicant will be customer/client focused and possess strong organizational and administrative skills along with the ability to preserve the confidentiality of all information relative to the position's duties in order to support the Accounts team in a variety of day-to-day general accounting functions.

Position Duties:

- Responsible for ensuring the timely and accurate generation of relevant financial, operational and managerial information
- Modify, create and process periodic, recurring and adjusting journal entries associated with expenses
- Record prepaid expenses and accruals in the appropriate manner and reconcile the General Ledger
- Prepare disbursements to suppliers, including wire transfers, bank draft, direct debits, etc.
- Reconcile supplier statements to system balances monthly and accounts payable sub-ledger to G/L each reporting period
- Review outstanding cheque list report monthly
- Assist the Assistant Financial Controller with various special projects as required
- Participate in the preparation for the annual audit
- Participate in periodic closings, reconciliations and productions of accurate and timely financial and management reports
- Provide relief for reception duties when required
- Any other duties as required by Management

Position Requirements:

- Post holder requires a minimum of a BSSC in combination with an Associates degree in accounting or business discipline or equivalent in work experience. Preference given to candidates working towards a recognized accounting qualification.
- Minimum of three (3) years in a similar position
- Good understanding of corporate accounting, financial and budgetary principles, policies and procedures/methods
- Experience with accounting software, spreadsheets and Microsoft Office Suite
- Ability to analyze data, identify problems and identify/reach solutions
- Excellent written and verbal communication and interpersonal skills
- Excellent customer service skills and must have great organizational skills with attention to detail
- Good self-management skills with the ability to work with minimum supervision
- A strong work ethic with the ability to set priorities and work towards resolving issues as they arise in a timely manner is a must
- A professional appearance and demeanor

Interested persons should forward their curriculum vitae with cover letter to the HR Manager via email at hr@wedco.bm.

**Closing date for applications:
4:00pm on Friday, July 17, 2020**

West End Development Corporation is an equal opportunity employer.

thewestend.bm