

Join a team who cares about excellence

JUNIOR ACCOUNTS ADMINISTRATOR (Casual)

**ACCOUNTS OFFICE
MID ATLANTIC WELLNESS INSTITUTE**

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

The successful candidate will be responsible for all data computing functions of the MWI and its related business entities in respect of cash disbursements, including monitoring, controlling and reconciling of all Client's personal accounts; including but not limited to Community Mental Health Accounts and Vocational Rehabilitation Programme Accounts.

Key responsibilities include:

- Inputting all data pertaining to Client's pension and family deposits into accounting systems
- Dealing directly with Clients of the BHB and its related business entities, in regards to finances, including reconciling bank accounts
- Inputting data for purchase orders, cheque and cash withdrawals
- Maintaining cash disbursement and balance of Cash Box; assist with weekly replenishment schedules as required
- Facilitating client queries at Front Desk. Monitor and record petty cash and programme monies
- Responsibility for answering telephone enquiries and office filing. Respond to queries from staff in an efficient and courteous manner

Qualifications & Registration required:

- Bookkeeping 1 & 2 Certificate or Accounting 1 & 2 or Associate Degree in Business, Accounting major or equivalent
- More than two years Bookkeeping experience
- Two to three years experience in a Healthcare environment preferred

Schedule: 8:30am- 4:30pm on an as needed basis

Closing date for applications is: May 7, 2021. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,
visit www.bermudahospitals.com, and apply through BHB Jobs NOW.
Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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OUR VISION:
EXCEPTIONAL CARE.
STRONG
PARTNERSHIPS.
HEALTHY
COMMUNITY.

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