



The Bermuda Civil Aviation Authority (BCAA) is seeking a **Receipts/Receivables Administrator** that will provide service to both areas as needed. Reporting to the Accounts Supervisor, as the Receivables Administrator the postholder will be responsible for the calculation of fees to be invoiced and as the Receipts Administrator the postholder will be responsible for recording all revenue received.

RECEIPTS/RECEIVABLES ADMINISTRATOR

DUTIES & RESPONSIBILITIES:

- Record all revenue receipts into accounting system
- Prepare any cash or cheques received for deposit to bank
- Calculates fees to be billed to customer
- Inputs all billing requests into the accounting system
- Sends out customer statements monthly
- Answers billing queries from staff and customers
- Contacts customers to collect outstanding payments

QUALIFICATIONS:

Interested candidates must have successfully completed secondary school and possess an accounting assistant or bookkeeping certificate or equivalent of at least two (2) years duration.

The post requires a minimum of three (3) years relevant experience in bookkeeping, accounting, receipts or receivables in an office environment.

Interested candidates should apply in writing and include a detailed resume and three (3) professional references to: Ms Tracy Marshall, Office Manager, Bermuda Civil Aviation Authority, Channel House, 12 Longfield Road, St. David's DD 03

Email: BCAAjobs@bcaa.bm Telephone: 293-1640

Closing date: 25th October, 2021