



Bookkeeper

Abacus Ltd., an established, dynamic Accounting Services and Business Solutions company, is seeking a self-motivated Bookkeeper to support a broad base of small to medium sized business within multiple industries.

Working closely with the Account Manager, key responsibilities include:

- Recording transactions for cash, accounts receivables, inventory, accounts payable, revenue, expenses and other areas as needed
- Managing the accounts payable and receivable functions
- Preparing and processing payroll including benefits administration and legislative reporting requirements
- Preparation of payroll tax returns
- Performing weekly, monthly, or ad hoc reconciliations of general ledger accounts including bank reconciliations and payroll liabilities
- Updating of the general ledger, including posting journal entries
- Maintaining accurate accounting/bookkeeping records
- Assisting with the preparation and completion of monthly and ad hoc financial reports
- Assisting with the understanding and compliance of accounting processes, policies and requirements
- Effectively liaising with third parties, vendors, and banks etc. as required

Qualification, Experience and Skills:

- Bachelor's degree or other relevant qualification in Accounting, Finance, or related discipline
- Minimum of 3 years of current Bookkeeping experience
- Thorough knowledge of accounting/bookkeeping principles and practices
- Familiarity with relevant local employment and benefits legislation
- Proficiency with QuickBooks
- Intermediate level Microsoft Excel skills, proficiency with MS Office Suite
- Excellent organizational, analytical, and interpersonal skills
- Proven ability to work with confidential information
- Strong attention to detail while producing accurate and high-quality work
- Strong written and verbal communication skills

Interested applicants should apply in writing to:

Onttru: Human Resources-**Abacus Ltd.**
91 Reid Street
Hamilton, HM 19

Or email: hr@ontru.bm

All applications must be received no later than January 20, 2022