

Bermuda HealthCare Services & Brown-Darrell Clinic

Finance Manager

Key Responsibilities Include:

Reporting to the Chief Financial Officer, the Finance Manager's key responsibilities include:

- Manage, control and monitor all accounting, payable and receivable functions for three busy medical practices and other health initiatives, including payroll and pension management for up to 20 employees and numerous vendor/ contractual relationships.
- Prepare annual financial statements, monthly reports and quarterly financials, for CFO review.
- Generate reports and perform analyses, in coordination with the CFO, on KPIs and variances
- Report on cash intake and management.
- Be responsible for the safekeeping and pursuit of clinic assets, particularly receivables.
- Perform other assigned duties consistent with position.

Skills, Qualifications & Experience:

- Professional accounting qualification: CA, CPA, CMA or equivalent is required.
- Minimum of 3 years post qualification experience deeply involved in bookkeeping and financial report preparation.
- Experience in healthcare financial management operations preferred.
- Must have strong Excel skills with experience in pivot tables and lookups.
- Must possess excellent computer skills.
- Must have experience with bookkeeping software, preferably QuickBooks.
- Experience with online banking preferred.
- Experience with revenue cycle management with specific focus on billing and collections.
- Ability to multitask, prioritize and organize duties.
- Willingness to work evenings or weekends when necessary to ensure the job gets done.

Apply in Writing:

Please send your updated resume, references and copies of certification and licensure to Lianne Swan, COO, Bermuda HealthCare Services, 19 The Lane, Paget PG 05, Bermuda Phone: 441-236-2810 Email: [**lswan@bhcs.bm**](mailto:lswan@bhcs.bm).

Deadline: January 24, 2022