



We are seeking an energetic and experienced
SENIOR ACCOUNTANT

Bermuda Motors is the Island's premier auto dealer, providing a comprehensive range of top brand cars, cycles and commercial vehicles to meet your every need, from economy compact to luxury sedan or convertible. We pride ourselves on providing a superior customer experience and after-sales service that's second to none.

Job Responsibilities

- Posting cash receipt to the cash receipts journal
- Monthly posting of cash receipts journal, cash disbursement journals, and journal entries to the general ledger
- Perform monthly bank reconciliations
- Monthly accounts receivable control reconciliation to the general ledger
- Monthly analysis of various general ledger accounts
- Preparation of monthly sales reports and comparisons with budget
- Assisting in the preparation of monthly profit and loss accounts and comparisons with budget
- Reconciliation of inter-company account via GMSL, posting of journals effectively and timely to the general ledger
- Monthly reconciliation of all suspense accounts
- Establishing foreign supplier letters of credit for purchases and amendments and timely submission to bank for approval
- Posting of payroll provided by GMSL into company system
- Assist with the preparation of year-end files for auditing purposes
- Assist financial controller with their duties as required by management
- Oversee the Receptionist/Administrator ensuring that monthly/ daily/ weekly tasks are performed in a timely manner
- Other duties as required

Qualification and Experience

- High School Diploma and or Bachelor's Degree in Business Management
- Have at least 5 years' experience in a similar role
- Proficiency in MS Office
- Excellent verbal and written communication skills
- Familiarity with a dealer management system would be an asset

Closing Date: Friday, April 15th 2022

Interested applicants should apply in writing with references to:

Jeffrey Borges
Head of Human Resources and Payroll
Gibbons Management Services Limited
Email: jborges@gibbons.bm