



The **BS&R Group Ltd.**, Bermuda's largest millwork manufacturer, is keen to fill a Bookkeeper/Administrator Position.

Bookkeeper/Administrator

Responsibilities will include but are not limited to payroll processing, accounts payable and receivable, journal entries, bank reconciliation, month end closing, Bermuda statutory filings, costing, P&L reports, financial statement preparation, filing, general administrative and backup support to the Office Manager. Experience using Intuit QuickBooks and the ability to work Monday to Friday 8:00 to 4:30 and Saturday 9-1 is also preferred. Candidates must have a minimum of 5 years' experience in a similar position.

Interested applicants must possess a proven record of integrity and excellent work references related to the position applied for, as all references will be verified. Please submit CV and supporting employment reference(s) to: **The BS&R Group Ltd., P.O.**

Box DV 259, Devonshire DVBX, Bermuda, Tel: 441 236-2886
email: info@bsr.bm Closing date: May 31, 2022

This opening is available to Bermudians, Spouses of Bermudians, and Permanent Residency Holders



BS&R Group Ltd.

P.O. Box DV 259, Devonshire DV BX 99 Middle Road, Devonshire DV 06

Tel: 236-2886 Fax: 236-6819

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