

# FINANCIAL ADMINISTRATOR/ACCOUNTANT

Bermuda Cancer and Health Centre ([www.chc.bm](http://www.chc.bm)) welcomes applicants for the position of Financial Administrator/Accountant. The Financial Administrator/Accountant will work closely with the Controller and/or Chief Financial Officer to carry out the day-to-day functions of the Finance Department required to maintain the financial health of the Centre and its operations.

Key Responsibilities include, but not limited to:

- Manage service revenue cycle, including billing, claims submissions, collections, and write-offs
- Process Accounts Receivables, including website credit card receipts, cash and cheque donations or receipts and bank transfers
- Process Accounts Payable, including vendor and invoice management and vendor payments
- Conduct banking, including bank deposits, credit card and bank reconciliations
- Oversee purchasing processes and asset control
- Assist with reporting requests, including annual audit requirements
- Work with management and marketing team to provide financial controls over, and support for, fundraising activities

Qualifications, Skills, and Experience:

- Bachelors' degree in accounting and/or a minimum of five years relevant and equivalent experience in an accounting support role
- Preference given to applicants with previous medical billing processing experience
- Strong organizational and time-management skills to meet deadlines, together with a high degree of personal initiative
- Excellent written and verbal communication skills
- Proficient in the use of Microsoft Office applications and preferably, QuickBooks
- Willingness to work overtime as necessary
- Willingness to volunteer at education or fundraising events in support of the Centre's charitable goals

We are committed to a work-life balance philosophy for all members of our team. The post is a standard Monday to Friday, 35 hours per week; however there will be occasions when it is required to work beyond business hours to fulfil the needs of the Centre, which may include weekends and public holidays.

**Closing date:** November 1, 2022

Interested candidates may send their resume to [applications@chc.bm](mailto:applications@chc.bm)

