

Finance Assistant – Revenue Control

Reporting to the Finance Manager - Revenue Management, the Finance Assistant – Revenue Control will be responsible for the collection of Corporate Services business units debtor balances, including but not limited to reminder statements, telephone and email follow-up, resolution of client queries, reconciling statements of account, E-billing and professional invoicing. This role requires a motivated, numerate individual with excellent communication and organizational skills.

What Will You Do

- Review debtor reports, monitor the aging of accounts receivable
- Issue scheduled statement reminders using ARCS3 software
- Field responses from clients and resolve client queries
- Follow up by telephone call to client contacts
- Identify problems and escalate to relevant personnel in a time-sensitive manner
- Submit E-billed client invoices to client's online platforms
- Follow up on E-billed invoices, ensuring rejections or queries are resolved promptly
- Maintain collections records, updating collections activity on ARCS3 software
- Ensure client contact records are kept up to date; proactively research and update accordingly
- Reconcile client statements of account
- Prepare monthly debtor and other reports
- Process collection agency submissions, including group research and due diligence
- Work collaboratively with the professional fee collector to resolve group payment issues
- Assist with professional billing and related finance functions
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with projects and vacation cover as needed

What You'll Need

- Must have at least 2 years of prior accounts department experience
- Excellent communication skills, both written and orally; exhibiting a professional and courteous demeanour with internal and external clients
- Must be motivated, deadline driven and well organised
- A keen attention to detail, display a professional attitude, and be reliable
- Possess strong problem solving and data analysis skills
- Ability to use Microsoft Excel at an intermediate level
- Technological proficiency; a willingness and ability to learn and utilise various accounting and E-billing software packages
- Ability to work independently and with a team in a fast-paced environment with emphasis on accuracy and timeliness

Resumes with references may be submitted in complete confidence to:

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Closing Date: February 20, 2023