

# Join a team who cares about excellence

## ACCOUNTANT

### FINANCIAL SERVICES DIRECTORATE

Bermuda Hospitals Board strives to provide the highest in quality health care through service excellence, education and leadership. We are seeking qualified, highly motivated and skilled professionals to work in a supportive, but demanding environment. The ability to work harmoniously within a team of professionals is critical as we continue to improve patient care.

#### Key responsibilities include:

- Assists Financial Controller and Assistant Controllers and provides oversight/assistance to Mid-Atlantic Wellness Institute Finance Staff
- Assists Budget Accountant in the analysis of financial statement variations and maintains capital asset register
- Closes month-end and year-end G/L and advises Financial Services team of GL status
- Maintains Capital Assets Register, Coordinates and assists in preparation and maintenance of policy and procedure documents for capital assets
- Performs periodic audits of the revenue cycle under the direction of the Assistant Controller (Revenues)
- Prepares period audits of the Patient Comfort Funds under the direction of the Assistant Controller (Expenditures)
- Reconciles monthly and quarterly salary accounts
- Oversees and assists in reconciliation of operational bank account
- Prepares and submits statistical reports for Government in addition to preparing monthly management accounts for BHB's subsidiaries
- Assists with the annual budgeting process as required and contributes in preparation of variation analyses
- Performs other job duties and special projects as directed by the Financial Controller

#### Qualifications &/ Registration required:

- Bachelors Degree in Finance, Accounting or equivalent
- Professional accounting qualification: CA, CPA, CGA, CMA or equivalent
- Minimum of two (2) years post qualification experience
- Proficiency with Microsoft Office applications including Word and Excel
- Strong technical skills of accounting processes

If you want to make a difference, and if your experience and qualifications match the above criteria, **visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.** Select "Work at BHB" and follow the steps.

**Closing date for applications is: July 2, 2011.**

Pre-employment substance abuse screening is mandatory for all successful candidates.



**Bermuda Hospitals Board**

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[www.bermudahospitals.com](http://www.bermudahospitals.com)

OUR VISION IS  
TO BE THE FIRST  
CHOICE FOR HEALTH  
AND WELLNESS

Join