

Join a team who cares about excellence

ACCOUNTANT

FINANCIAL SERVICES DIRECTORATE

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Key responsibilities include:

- Closes month-end and year-end G/L and assists in preparation of financial statements
- Maintains Capital Assets Register, Coordinates and assists in preparation and maintenance of policy and procedure documents for capital assets
- Manages and assists Mid-Atlantic Wellness Institute Finance Staff
- Assists with the annual budgeting process as required and contributes in preparation of variation analyses
- Assists in the analysis of financial statement variations
- Performs periodic audits of the revenue cycle
- Prepares audit files for external and internal audits
- Reconciles monthly and quarterly 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
- Performs other job duties and special projects as directed by the Financial Controller

Qualifications &/ Registration required:

- Bachelors Degree in Account, Finance 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, visit www.bermudahospitals.com, and apply through BHB Jobs NOW.

Select "Work at BHB" and follow the steps.

Closing date for applications is: October 13, 2011. Pre-employment substance abuse screening is mandatory for all successful candidates.



Bermuda Hospitals Board

Human Resources, Craig Appin House
8 Wesley Street, Hamilton HM11, Bermuda

Tel: (441) 239-2955

www.bermudahospitals.com

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

join