

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](http://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**

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