

# EMPOWERING BERMUDA'S PROGRESS

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## Senior Accounts Administrator

Bermuda Electric Light Company Limited (BELCO) is pleased to invite applications for Senior Accounts Administrator in the Finance and Administration Group, reporting to the Vice President and Financial Controller.

### Job Description:

- Monthly reconciliation of various general ledger accounts
- Monthly reconciliation of vendor statements to Company records
- Monthly maintenance of cash advance files
- Monthly posting of Company journal entries
- Processing of vendor invoices payable

### Education and Experience Requirements:

Bachelor of Commerce Degree from a recognized University, or equivalent. The successful candidate should have a minimum of 3 years Accounting/Bookkeeping experience, with comprehensive knowledge of reconciliation analysis, balance sheets and income statements. Knowledge of computerized general ledger systems (SAP preferred) and Microsoft Office is required. Knowledge of Canadian GAAP and International Financial Reporting Standards would be an advantage.

### Personal Attributes:

Strong organizational skills are necessary for this post together with excellent analytical and communication (both written and verbal) competencies. Proven ability to work under pressure and meet tight deadlines in a team environment.

Please apply in writing by Friday, August 20 to:

Cheryl Minors  
Senior HR Coordinator  
BELCO  
P.O BOX HM 1026  
Hamilton HM DX  
E-mail: [cminors@belco.bm](mailto:cminors@belco.bm)

BELCO is a non-smoking facility and is a drug and alcohol free environment. The Company requires all successful applicants to pass a pre-employment drug and alcohol screening prior to an offer of employment.

The logo for BELCO, featuring the word "BELCO" in a bold, serif font, with horizontal lines above and below the text.

BELCO is committed to Equal Employment Opportunities

Power of the human spirit