



## **CAREER OPPORTUNITY SUPERVISOR, ACCOUNTING & BUDGETING FINANCE DEPARTMENT**

**JOB SUMMARY:** - This position is responsible for accounts payable, payroll, reviewing of the general ledger; assist with preparation of annual budget, variance analysis, annual audit and other special projects.

### **QUALIFICATIONS: -**

- Bachelor's degree in Business, Commerce or Accounting
- Studies towards a professional accounting designation
- Three years' experience in a supervisory role
- Adept at operating in a computerized PC based financial environment including the utilization of integrated financial accounting system software
- Hands-on experience with standard office automation software
- Proficiency with Microsoft Office software, specifically Microsoft Excel
- Ability to handle multiple tasks, interact professionally with staff and stakeholders
- Analytical, problem-solving and effective communication skills

### **KEY DUTIES AND RESPONSIBILITIES: -**

- Supervise the Accounts Payable department, including payroll;
- Review of payroll processing for all employees, including benefits and managing employee deductions, and posting of payroll entries;
- Review of vendor reconciliations;
- Review and posting of standard monthly entries, prepayments, accruals;
- Review and posting of reconciliations of bank accounts;
- Management of fixed asset and depreciation schedules, and reconciliation of revenue, expense and balance sheet accounts;
- Update of forecast model with departmental information to assess future cash flows and balances;
- Prepare variance analysis and reporting with respect to the budget, forecast and previous year performance;
- Assist with annual budget preparation;
- Assist with year- end audit procedures;
- Respond to general enquiries from stakeholders and staff;
- Provide support to other members of the Accounting department;
- Perform miscellaneous analysis and other duties as assigned.

Resumes with certificates should be forwarded via email to [people@nas.bs](mailto:people@nas.bs) on or before **March 19, 2020**.