



EMPLOYMENT OPORTUNITY

Senior Accounts and Finance Officer

Applications are invited from suitably qualified persons for the **fulltime position of Senior Accounts and Finance Officer**. The Senior Accounts/Finances Officer supervises the Accounting and Student Financial Services of the University.

The position will be effective **August 1, 2020**.

The Senior Accounts and Finance Officer will be expected to:

- Supervise the Accounts and Student Financial Services Departments
- Supervise and Participate in Student Collections
- Supervise and Participate in Cash Flow and Profit & Loss Projections
- Prepare Monthly Financial reports
- Supervise payroll processes and related activities within the university system
- Facilitate the Annual Audit
- Be a team member

The successful candidate will be a person who has a/an:

- Bachelor's Degree in Accounting, Business, or related field.
- Extensive knowledge and working experience with QuickBooks Accounting System and Excel Spreadsheets
- Two to three years of experience in a supervisory role in a business office, or combination of education and experience commensurate with the requirements of the position.
- Demonstrated ability to work cooperatively and collaboratively with university faculty, staff, administrators, and governing boards.
- Experience in operational and strategic planning, policy development, and financial analysis
- Ability to effectively communicate ideas and information in written and oral format to administrative staff, professional colleagues, governing boards, and the general public in large or small group settings.

Remuneration: Based on experience

Application Deadline: July 10, 2020

Application packages should include a letter of interest, a current resume, a notarized/certified copy of the candidate's B.Sc. diploma, transcript of grades, and two named referees with email addresses and telephone numbers.

Applications should be directed to Human Resources Officer and emailed to humanresources@galen.edu.bz.

Tel: +501 824-3226 or +501 824-3159

provost@galen.edu.bz | www.galen.edu.bz