



VACANCY NOTICE

Applications are invited from suitably qualified persons for the position of
Senior Accountant – Accounts Department

JOB SUMMARY

This position is responsible for the activities of the Cash & Banking, Drug Plan and Medicare operations in the Accounts Department and ensures compliance with the relevant policies, procedures and best practices.

RESPONSIBILITIES

1. Ensure all general ledger bank balances are reconciled and approve all monthly bank reconciliations within the established timeframe and policies.
2. Ensure that reconciling items on the bank reconciliations are investigated and resolved in accordance with approved policies.
3. Ensure that the monthly and annual financial reporting information are completed accurately, approved and within the established timeframe and policies.
4. Manage NIB's banking relationships and ensure timely receipt of banking information necessary to facilitate the reconciliation process and other NIB banking matters.
5. Ensure all authorized payments to private pharmacies are made in accordance with the agreed schedule and ensure all Pharmacy queries with respect to payments are investigated and resolved.
6. Ensure payments to Wholesalers are made in accordance with the established timeframe and that all supporting documents are properly approved by the relevant Public Pharmacy and the Drug Plan office.
7. Ensure that wholesalers' statements are reconciled to the Accounts Payable ledger on a monthly basis and ensure all reconciling items are investigated through dialogue with the wholesalers, pharmacies, the Drug Plan office and relevant Ministry of Health authorities.
8. Ensure that reconciliations are prepared for OHSU service providers in accordance with the timeline and approved policy.
9. Review/examine all Medicare payments over \$5,000.00 for proper documentation prior to sign off by the authorized signatory.
10. Approve all general ledger journals that are prepared by the various sections, ensuring that the correct general ledger accounts/codes are used and that all transactions are supported by proper documentation
11. Approve and sign/authorize Accounts Department payments up to \$5,000.00 and ensure proper documentation and approvals are in place.
12. Develop new and improved procedures to improve efficiency and enhance internal controls.
13. Provide monthly reports on the activities of the sections under your portfolio.
14. Prepare year end financials and supporting schedules for the Drug Plan Unit and ensure all year end accruals and supporting schedules are prepared for the Cash & Banking and Medicare Units.

QUALIFICATIONS AND REQUIREMENTS

- A Bachelors Degree in Accounting or a related field from an accredited college or university.
- Membership in the Bahamas Institute of Chartered Accountants, with not less than 3 years post qualification experience.
- Experience in a supervisory capacity.
- Excellent working knowledge of Microsoft Word & Excel.
- Excellent oral and written communication skills.

APPLICATION

Interested persons may apply by submitting cover letter and resume, along with the necessary proof of qualifications, to:

**Assistant Manager, Recruitment
Talent Management & Capacity Department
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas**

Or Via E-mail: apply@nib-bahamas.com

Application Deadline: July 12, 2019