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of Ocean Sciences (BIOS)
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Financial Accountant

The Bermuda Institute of Ocean Sciences (BIOS) is an independent U.S. non-for-profit marine research and educational organization based in Bermuda. For over 100 years BIOS has been committed to seeking and sharing fundamental knowledge of the oceans and complex environmental issues through exploration, hands-on programs, cutting-edge technology, and state-of-the-art research methods.

An opportunity exists for a Financial Accountant to join the Finance team. The successful candidate will assist in all aspects of account management and will report directly to the Chief Financial Officer.

Key duties & responsibilities:

- Oversee/review the reconciliation/analysis of balance sheet accounts
- Review and post journal team member entries to the accounting system
- Assist in the preparation of the annual budget and preparation for the annual audit
- Perform end-of-day back-ups of financial records
- Assist with the preparation of the annual Indirect Cost Recovery proposal and its submission
- Assist with timely month end close of accounts and year end final reconciliations
- Assure compliance with written Accounting Procedures
- Review and approve bi-weekly and monthly payrolls. Prepare to completion the confidential payroll including time/effort reports, deductions, benefits and taxes. Prepare all tax and government payroll reports
- Initiate bank transactions for payroll and other electronic payments
- Assist in the preparation of the board reporting to senior management and trustees, and external financial reporting to Donors and the Bermuda Government
- Prepare monthly grant accruals / update quarterly spreadsheet
- Check/record changes in quarterly & annual inventory
- FFATA Reporting as needed, plus oversight of W2 & 1099 preparation and filing
- Assist with tax return filings and compliance to Uniform Guidance
- Assist with monthly dashboard and cash flow projections
- Perform other duties as assigned by the CFO from time to time

Minimum Qualifications, Skills & Experience:

- CPA, CA or international equivalent chartered accounting designation
- 4 years of work experience in a finance/accounting team environment
- Familiarity with US GAAP accounting principles
- Previous experience using accounting software desirable
- Excellent working knowledge of Word, Excel and Power Point
- Audit-related experience preferred
- Experience with US grants accounting and Federal tax regulations preferred
- Commitment to work as a team player
- Strong communication, interpersonal and organizational skills
- Willingness to occasionally work additional hours to remain on schedule and meet deadlines

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

Closing Date: Aug 15, 2025

