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**PROFILE**

Responsible for maintaining accounting practices and procedures and to ensure accurate and timely financial statements. The Accounting Supervisor is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year end audit preparation and the support of budget and forecast activities. To ensure continuous improvement while maintaining a well-controlled environment and to establish and enhance preventative internal controls systems.

FUNCTION WEIGHTED BY 1-3

**3**

**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. **Daily coordination and management of all accounting modules.**

* To manage workflow of all modules to ensure accurate and timely closure of accounts by 10th monthly.
* To immediately review all journal vouchers to ensure appropriate and accurate recording before being transferred to General Ledger; to edit for accuracy following data entry.
* To immediately provide effective direction for resolution of all related discrepancies and variances and to advise staff regarding the handling of non-routine reporting transactions.
* To analyze department’s work to develop more efficient procedures and the effective use of resources while maintaining a high level of accuracy.
* To assist in the review, development and implementation of new systems, procedures and features to enhance the workflow of the department to increasing operational efficiency.
* To coordinate training to new and existing staff as needed.
* Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
* To actively monitor department’s punctuality and absenteeism to ensure smooth operations of all areas and to make recommendations for related disciplinary action as necessary.

1. **Monthly allocation and preparation of Journal Vouchers.**

* To accurately allocate and prepare relevant journal entries\* for posting to General Ledger before 10th monthly to facilitate timely closure of monthly accounts, while maintaining a high level of confidentiality when handling sensitive information.

\*all Bank Accounts; \*Prepayments; \*Accruals; \*Salaries; \*Branch Sales; \* Cash Receipts; \*Monthly Bonuses; \*Cost of Sales – Optometrist Fees; \*VISA Cards; \*Salary Cheques; \*Net Bank Transfers

1. **Reconciliation of General Ledger accounts and expense analyses.**
   * To accurately complete monthly reconciliations for the following accounts\* for the purpose of identifying and managing discrepancies and controlling levels of delinquency, within 1 week of closing monthly accounts:

\*Prepayments; \*Salary 1 Bank Account; \*Salary 2 Bank Account; \*Card Bank Account; \*Staff Loans; Medical Plan; \*Vacation Savings Plan; \*Monthly Payables Accounts (at least 6).

* To prepare monthly expense analysis reports, with rationalization and adequate support for variances and anomalies by 15th day of the following month (April, July, October, January).

FUNCTION WEIGHTED BY 1-3

**3**

**3**

**2**

**2**

**1**

**1**

1. **Daily monitoring of Bank accounts and statements.**
   * To daily monitor bank accounts via online banking, verifying transactions for the purpose of identifying and managing discrepancies and controlling levels of delinquency and misappropriation from branch locations and; to maintain up to date report of all outstanding issues.
   * To follow for timely receipt of all monthly bank statements and to accurately verify account details and enclosures, noting any inconsistencies or missing items.
   * To immediately liaise and follow-thru with bank representative to ensure efficient resolution of all bank queries.
2. **Direct supervision of Accounting Assistants - to influence, inspire and motivate the department’s Supervisors to achieve results and effectively manage their performance.**
   * To work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
   * To effectively supervise and delegate daily work to staff to ensure timeliness, quality of work and maximization of resources.
   * To coach, guide and train staff and to take corrective and disciplinary actions when necessary.
   * To prepare performance appraisals within 2 weeks of due date and make recommendations for training and development.
3. **Support to branches, departments and customers.**
   * To liaise directly with departments, branches and customers to effectively handle all Accounts related issues.
   * To ensure daily follow-up action is done for prompt closure on all outstanding queries.
   * To provide timely feedback to Branches, departments and customers involved.
4. **To assist in any other duties as required, inter alia.**

* To maintain a comprehensive and practical work schedule for the completion of monthly work relative to overall department.

FUNCTION WEIGHTED BY 1-3

**2**

**1**

**1**

* To assist with coordination and preparation to ensure a clean and timely year end audit and to liaise with external auditors in their review of the Company’s financial operations.
* To conduct scheduled physical inventory audits for retail and stockroom locations as required.
* To assist with monthly expense analysis as required.
* To provide support to Accounts Department to complete special projects and any other delegated activities that may be assigned.

Prior to this, I had over 16 years of experience in Portfolio analysis and management, Budgets and Variance Analysis. Prepare of Reinsurance Statistics for Reinsurance Manager for treaty renewals and compilations of Data and Statistical reports for the Central Bank of Trinidad and Tobago. Training and crossing training employees and agency with the Data processing and reporting reports to be submitted to head office.

Over 10 years in supervisor position and 5 year as a team leader/ assistant manager at Guardian General Insurance Limited.

**EDUCATION**

**Presently Pursuing final paper for ACCA Level 2**

**2001 Completed ACCA Level 1**

**1990 – 1992 Insurance Courses**

Introduction to Insurance

Introduction to Reinsurance

Fire & Special Perils

Business Interruption

Principles & Practice of Insurance

Principles of Law

**1988- 1990 Accounting Technician Diploma** at John S. Dundonald

Technical Institute with the following grade:

**-Overall Course Grade B**

**1987** Basic Computer Programming B+

Systech Academic

##### PROFESSIONAL TRAINING

**CPCU National Leadership Institute:**

Resolving Conflict in the Workplace, 2006

Developing Resilience in a Rapidly Changing World, 2006

Power Tools for Successful Negotiation, 2006

**Brightside Consul**ting Emotional Intelligence Training

**Performance Management** Balance Scorecard Employee Assessment and Evaluation

**TRINMAR** Supervisory Toolkit

**RELEVANT EXPERIENCE**

**1993-2010 NEMWIL/Guardian General Insurance Limited, Newtown Centre, 30-36 Maraval Road, Newtown, Port of Spain, Trinidad. West Indies**

**Management of Agent Database**

* Producers Maintenance for Overseas Agents.
* Manage Issuing Producer Policy Numbers.
* Manage Issuing Producer Marine Cert Nos.
* Producer Commission Maintenance.
* Deferred R/I Maintenance.
* Business Retention Report.
* Calculation of Overseas Agents treaty split for proportional and non-proportional business.
* Calculation of Overseas Agents CAT and XOL reinsurance.
* Assist in the design and generation of electronic financial reports for Overseas Agents**.**

**Receivables**

* Monthly aged analysis.
* Same day issuance of instructions for receipting of Monies received
* Complete Marry En Masse on by the end of each month
* Some PY Cash Payments.
* Agents Reconciliation.
* Ensure that Agents send all monies due to Nemwil according to the credit period set out in the Agency Agreement.

**Reports**

* Gross Premium Summary to identify any significant changes in business for each agent for management meetings.
* Reconciles monthly premiums ceded and claims bordereaux.
* Government Quarterly Statement for U S Virgin Islands and Bahamas.
* Assist with the preparation of Management Reports for Caribbean Agencies Operation.
* Prepare Premium Budgets for Caribbean Agencies Operation.
* Prepare Statistics for Reinsurance Renewals for Overseas Agencies.
* Prepare Aggregates Reports for Agents.
* Review and Analysis report by producer on a monthly basis.
* Issue monthly reports to assist Agent with their performance.
* Assist external auditors with queries.
* Ensure all Internal Control Systems are adhered to by the Processing and Accounting Assistants
* Completion of Central Bank of Trinidad and Tobago CB401 for insurance company compliance.

**Training and Supervising Processing and Accounting Assistant**

* Training of new employees of agents
* Crossing training new and existing employees.
* Delegating, distributing and checking of work to be processed by junior staff members in the department.
* Provide solutions for internal and external queries as they arise.

**1989-1993 Caribbean Home Insurance Company Limited, 63 Park Street, Port of Spain, Trinidad, West Indies**

* Reinsurance ceding to different Treaties.
* Six months in Jamaica to calculate reinsurance amount for the settlement of Hurricane Hugo claims
* Data Processing for all overseas agents

**1983-1989 Y De Lima & Company Limited, Fredrick Street, Port of Spain, Trinidad, West Indies**

* Payables
* Receivables
* Data Processing
* Inventory management

##### TRANSFERABLE SKILLS

* Knowledge of Portfolio Analysis
* Possess a sound Reinsurance and Treaty Data for Treaty renewal
* MS Office 2010, Excel, Word, PowerPoint and Access
* Kasper I90 financial reports
* Supervisory skills; Resolving Conflict in the Workplace
* Performance Management- Balance Scorecard

###### EXTRA-CURRICULAR ACTIVITIES

**REFERENCES** Available on request