



Accountant & Project Support

Full Time · Chatham-Kent, Ontario

Kent & Essex Mutual Insurance Company is recruiting for an Accountant & Project Support role to join our team. This is a dual role where you will divide your focus between daily accounting tasks and process testing / defect analysis for our newly implemented systems, Billing Centre and Microsoft Great Plains.

Responsibilities will vary but they may include daily accounts payable & receivable duties, providing support to the Team Lead and the CFO, participating in the year-end audit process as well as month end, assisting with financial software enhancements, and other financial projects. In this role as with all financial roles, you will be required to maintain internal controls and adhere to company policies and procedures.

As the project support for finance, you will be required to clearly understand our procedures to be able to effectively test system updates and then be able to report defects for our finance billing center to our QA project team. It is a key element that you can work collaboratively within the team to ensure key deadlines are met.

While this position is an in-office position, it does offer the flexibility to work remote occasionally.

Qualifications

- Post secondary education with a specialization in accounting / finance is preferred.
- 1-3 years practical experience working in an accounting environment.
- Proficiency with Microsoft Great Plains and Billing Center in Guidewire are assets.
- Proficiency in Microsoft Office products and financial reporting software is preferred.
- Previous experience with a system/software change, with participation in process testing and procedure development for finance dept, would be an asset.
- Highly organized, detail-oriented and have a demonstrated ability to prioritize and manage several tasks at once.
- Experience with IFRS is an asset.
- Self-motivated with a positive attitude and willingness to try new things or offer up new ideas.
- Manage time efficiently to ensure thorough testing without delays.
- Highly effective written and interpersonal communication skills; the ability to build a positive, team-oriented environment.
- Demonstrated aptitude in dealing with private and confidential information.
- You are professional, respectful, and approachable, in all interactions.

What Do We Offer?

- A diverse, collaborative, and supportive team.
- A training and support structure ensuring the tools to succeed.
- A motivating and positive company culture with a focus on skill development and expanding your knowledge.
- Onsite parking and casual dress.
- A company that values our business partners, our community and the health and well-being of our team
- Extensive benefit and competitive compensation package including a pension plan.

Kent & Essex Mutual offers a competitive compensation package which includes benefits and a pension. We offer a positive, progressive work environment supportive of a healthy work life integration and a focus on career and skill development.

Kent & Essex Mutual values a strong relationship with our broker partners, a diverse team and giving back to our community. Visit www.kemutual.com to learn more about us and what we're up to.

If you would like the opportunity to join our team and possess the qualifications listed above, please apply in confidence to Human Resources by applying here: [Careers - Apply Here](#). We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.

We take potential into consideration. If you do not have the exact experience, but you know you have what it takes to succeed in this role, be sure to give us more insight through your application and cover letter. If you require accommodation at any time during the recruitment process, please let us know by contacting Human Resources. We are committed to ensuring all candidates have the opportunity to succeed.