



Farm Mutual Re
Collaborate. Empower. Succeed.

FINANCE AND PAYROLL SPECIALIST

Join our Canadian reinsurance company and help us empower and advance our mutual insurance community!

We currently have an amazing opportunity to join one of Waterloo Region's top employers as a Finance and Payroll Specialist. In this exciting position, you will have the opportunity to join a culture that prides itself on being honest, transparent, believes in delivering their promises, and is committed to doing what is right.

The Role:

The Finance and Payroll Specialist is responsible for a range of professional duties and services within the Finance function. This role will be responsible for accounts payable, accounts receivable, banking and cash management, payroll and expense report processing, certain period-end accounting entries, administration of operating expense budgets, assistance with regulatory and year-end reporting. The Finance and Payroll Specialist is a key role as they are one of the main points of contact for our Member Companies, brokers, vendors, and banking partners. The successful candidate can expect to:

- Perform all banking functions including daily monitoring and cash management, issuing payments to vendors and customers, tracking receipts and reconciling the bank
- Enter invoices, expense reports and other payables along with analyzing general ledger accounts and prepare journal entries
- Prepare employee and director bi-weekly payroll
- Prepare and manage regular and annual payroll remittances
- Assist with the preparation and development of Farm Mutual Re's budget, monthly financial statements, and regulatory reporting
- Liaise with Member Companies, reinsurers, vendors, brokers, taxation authorities and other business partners
- Collaborate with the Finance and Risk team to support the team's strategies and objectives
- Perform other accounting duties as assigned

Your Skills and Qualifications:

- You have a minimum of 5 years experience working in an accounting and payroll function
- You have post secondary education in Finance, Accounting, or another related field
- A certification such as Payroll Compliance Practitioner (PCP), Certified Payroll Manager (CPM), or other equivalent designation is considered an asset
- You have experience working with tools such as Microsoft Dynamics, PayWorks, etc.
- You practice the utmost discretion and confidentiality. You can deal with confidential issues with tact and discretion
- You are an excellent communicator both verbally and written
- You are a team player who actively collaborates with others



Farm Mutual Re

Collaborate. Empower. Succeed.

- This position offers a hybrid work schedule. You will be required to work from our Cambridge office at least 1 - 2 days/week (or as required by specific business needs)

Join Our Team!

Recognized as one of Waterloo Area's Top Employers 2022 as well as one of Canada's Greenest Employers 2022, at Farm Mutual Re we are committed to inclusion for all and cultivating belonging where everyone can be their authentic and best selves. Operating since 1959, Farm Mutual Re is a general reinsurer, sharing in the property, automobile, liability, and other risks originally accepted by insurance companies operating principally in Canada.

We're passionate about empowering and supporting our employees and business partners. Our relationships are the foundation that helps us advance the mutual insurance community. We take pride in giving back to our community and the environment. We hold ourselves accountable for the promises we make to our members, employees, and valued business partners.

Our office is in Cambridge, Ontario off the 401 in a state-of-the-art, environmentally friendly building. Our employees enjoy perks including complimentary access to an on-site gym, a variety of fitness classes and wellness sessions, a ping-pong table, and mini massages as well as the flexibility to work remotely as we embrace the modern hybrid work environment. Our culture is supportive of achieving a balanced and healthy lifestyle. In addition to a great working environment, we invest in our employees continued professional development, offer a competitive salary, employer-paid benefits, pension plan and more.

How to Apply:

Don't miss this opportunity to join our team. Visit our website and complete our [Employment Application](#).

In accordance with our company values, Farm Mutual Re is committed to creating an equitable, diverse, and inclusive work environment for all, regardless of race, colour, religion, gender, gender identity, sexual orientation, national origin, or age.

Farm Mutual Re is committed to providing accommodations and to achieving a barrier-free workplace for individuals with disabilities. Should you require an accommodation to participate in our recruitment process, we will support you by considering your individual accessibility needs.