
Finance Representative

Who we are

Halwell Dumfries Mutual is a policyholder owned, financially secure, community-based Property & Casualty insurer; one of a group of Mutual companies forming a strong partnership across the province. We have been insuring the property assets of rural and urban policyholders in Guelph and surrounding areas through a dedicated network of independent brokers for more than 160 years, with a Gross Written Premium base of over \$70 million.

What we offer

- Freedom and autonomy to work on new and interesting things
- The opportunity to make an impact on a well-established and fast-growing organization
- A flexible, fun and supportive culture that's a certified Great Place to Work™ and was named a Best Workplace™ for Financial Services & Insurance 2024
- Meaningful work in an organization that maintains a strong link to community and strives to "make it better"
- Competitive compensation package for all permanent staff, including salary, benefits & pension, Annual Incentive Plan, learning & development opportunities, and generous paid time off



The position

The Finance Representative supports the Finance department by performing accounts payable, accounts receivable, and administrative functions. Reporting to the Finance Team Lead, the role is responsible for processing invoices, credit card transactions, and expense reimbursements, as well as supporting the pre-authorized debit (PAC) process. The position monitors delinquent accounts, issues payment reminders, processes refunds, and interacts with customers and producer partners to resolve account issues and ensure timely collections. As the first point of contact for finance-related inquiries, the role documents and processes payments and responds to inquiries professionally and efficiently. Additional duties include maintaining financial records, preparing correspondence, and general administrative support.

What you have

- Exceptional interpersonal skills and a strong customer service orientation
- Demonstrated time management and organizational skills with an appropriate sense of urgency
- Good critical thinking and communication skills
- Ability to work independently as well as part of a distributed team

GUELPH OFFICE

535 Hanlon Creek Blvd., Guelph, ON N1C 0A1
T 519.836.2860 / 1.800.267.5706

SHEFFIELD OFFICE

1310 Old Hwy 8, Sheffield, ON L0R 1Z0
T 519.621.4660 / 1.800.265.3573



- High level of integrity and excellent work ethic; takes full accountability for own work
- Proficiency in Microsoft Office365 (particularly Excel), database management, web-based applications, and email; or ability to learn new technologies quickly
- Detail-oriented, able to detect and correct errors efficiently
- Knowledge of accounting in an insurance setting is considered an asset
- At least one year of prior related experience
- Post-secondary certificate or equivalent

What we are looking for

We are looking for two detail-oriented and customer-focused candidates to join our Finance team on a full-time basis, one Junior and one Intermediate. A proactive team-player, you always push yourself and those around you to think big and deliver great results. As a flexible hybrid workplace, you can expect to spend 3 days per week working from home and 2 days per week working out of our head office in Guelph. If you thrive in a supportive hybrid team environment and are seeking meaningful employment with an innovative organization that truly values its staff ***apply today!***

How to apply

Apply online at <https://halwelldumfries.applytojobs.ca/>. The successful applicant will be subject to applicable background screening, including professional references and a criminal background check. Applicants are screened and selected by our hiring team, without the use of Artificial Intelligence. We thank all applicants for their interest, however; only those selected for screening will be contacted.

Our Values

Put People First.

Every interaction counts as we keep care at the center of what we do.

Make it Better.

Embracing change, we seek out new ways to evolve, adapt, and iterate – striving for simplicity.

Grow by Leading the Way.

We are curious, bringing a fresh mindset to new possibilities.

Community at our Core.

We make a lasting impact where we live and work so our members know we're there.

Always Connected.

We are inspired to come together, celebrate our success, and enjoy every moment.

Accessibility Statement

Halwell Dumfries Mutual is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.

GUELPH OFFICE

535 Hanlon Creek Blvd., Guelph, ON N1C 0A1
T 519.836.2860 / 1.800.267.5706

SHEFFIELD OFFICE

1310 Old Hwy 8, Sheffield, ON L0R 1Z0
T 519.621.4660 / 1.800.265.3573

hdmutual.com