

With over 145 years of property & casualty insurance experience, Heartland Farm Mutual strives to be the Best Farm Mutual. Heartland offers automobile, property and farm insurance to more than 50,000 people in Ontario and Nova Scotia. We are courageous. Our team is talented and dedicated, challenging the norm and striving to be better every day. People come first at Heartland. As a result, our focus is on relationships. It's all about delivering a genuine customer experience. We have a team of solution-oriented problem solvers providing expertise on our home, farm, commercial and auto products. We are currently recruiting for the role of:

### **Finance Representative – Waterloo**

#### **What you will do...**

- Processing payments for premiums due
- Issuing refund cheques
- Attending to broker and insured inquires via email and telephone
- Processing billing and payment changes
- Processing policy cancellations
- Assists with other Finance tasks as required

#### **What you will bring...**

- Previous accounting experience, preferably in the insurance industry
- Successful experience in a customer service environment
- Excellent communication, organizational and time management skills
- Proficient with Microsoft Office, Excel and accounting software
- Guidewire experience an asset
- Ability to work effectively independently and with others
- Maintain professional standards in stressful situations within a fast paced environment and shifting priorities

#### **What we offer...**

- A company that truly values integrity, respect, professionalism, transparency, forward thinking, community and environment
- Ongoing skills development with subsidies for tuition and professional accreditation
- A defined Incentive Plan where commitment to excellence is financially rewarded

*If you have the qualifications we are seeking and would thrive in a work environment where you are valued and respected, please apply on the company website:*

<https://can61e2.dayforcehcm.com/CandidatePortal/en-US/heartland/Posting/View/649>

*Accommodations are available on request for candidates taking part in all aspects of the selection process. (Only qualified candidates please. No phone calls. No agencies.)* **A Place Where YOU Can Make a Difference! Proudly Canadian. Mutually Owned.**