



People Centered. Community Driven.

North Blenheim Mutual Insurance Company is seeking a dynamic, community-focused individual to join our team as Accounting Administration Support to work directly with our Accounting team.

About Us

North Blenheim Mutual is a policy holder owned Company. Part of the strong Ontario Mutual network of companies, providing Home, Farm, Commercial & Automobile Insurance to Policy Holders in Ontario for over 160 years. We are a growing company with deep roots in our community.

Candidate Attributes

- Strong people and relationship building skills,
- Ability to work individually as well as part of a team,
- Maintains a positive working relationship and liaison with all business partners
- Ability to multi-task,
- Excellent communication skills, written and verbal,
- Proficient computer skills

Position Overview and Responsibilities

- Pre-Authorized Payment Administration, including preparing PAC and credit card files, follow up on payments returned NSF, letters to the policyholders, enter banking and credit card information into system, issue refund payments, preparation of deposit,
- Issuing registered notices when applicable,
- Accounts payable, ensuring invoices are paid in a timely manner,
- Demonstrate strong organizational and time management skills to meet workload demands,
- Adhere to team and organizational policies and procedures,
- Consistently demonstrate professional behaviour and a positive attitude,
- Maintain strict confidentiality
- Assist with month end and quarter end entries

Qualifications

- Minimum of 3 years administration or bookkeeping experience
- Working knowledge of Microsoft Office; Outlook Work and Excel
- Detailed oriented with a high degree of accuracy

What We Offer

- Comprehensive Pension plan and employer-paid Group Healthcare Benefits plan,
- A Health Care Spending Account is also included.
- People-oriented work environment
- Hybrid work environment.

Interested?

If you are interested in this opportunity, please submit your resume and cover letter to Teresa Martin, Accounting and HR Manager, tmartin@northblenheim.com no later than 5 pm on February 10, 2025

We are committed to a selection process and work environment that is inclusive and barrier free. The company will work with the applicant to arrange reasonable and appropriate accommodation for the selection process which will enable the applicant to be assessed in a fair and equitable manner. North Blenheim Mutual welcomes applications from people with disabilities.

We thank all applicants however only those selected for an interview will be contacted.