



Usborne & Hibbert
Mutual Fire Insurance Company

Employment Opportunity Accounting Assistant

Usborne and Hibbert (U&H) Mutual Fire Insurance Company is seeking applications for an energetic and motivated individual to fill the permanent full-time position of Accounting Assistant. This position is a member of the Accounting & Finance Department and reports to the Director of Accounting, Finance and Compliance.

Responsibilities

- Monitor and administer the Accounts Payable and Accounts Receivable functions
- Balancing receivables, write-offs and disbursements against bank record and posting in accounting software
- Ensures regular journal entries are completed in accordance with accounting standards
- Facilitates the annual processing of refund from surplus
- Ensures annual and month end reconciling and reporting are completed including government remittances
- Track, document and post monthly investment transactions
- Regularly supports the Brokers, Agents and Underwriting Department, communicating with policyholders specific to accounting processes

Qualifications

- University / college degree or diploma in Accounting, Finance or Business
- Minimum of two (2) years of progressive, related and demonstrated Accounting or Bookkeeping experience
- Prior administrative experience with strong attention to detail
- Excellent communication (written and verbal) skills
- Proficient in the use of MS Office (Excel, Word, Outlook, Teams)
- Familiarity with online banking platforms an asset
- Ability to work independently – prioritize workload, organize time to meet deadlines effectively
- Valid Drivers licence required

Current Salary Range is **\$50,000 - \$80,000**. A comprehensive pension and benefit package is provided.

Interested applicants are invited to send a detailed resume and cover letter **no later than 4:30 p.m.**

Wednesday, August 7, 2024 to resume@usborneandhibbert.ca

If you need an accessible format, please email donna@usborneandhibbert.ca or call (519) 301-4199. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

U&H is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.

Communication – Cooperation – Fairness – Honesty & Trust – Integrity – Respect