



WESTMINSTER
MUTUAL INSURANCE COMPANY

General Accountant Career Opportunity

Westminster Mutual Insurance Company has been taking care of insurance needs in an individual way for over 150 years. Operating on a foundation of honesty, integrity and community based principles, we maintain the highest standards of personal service, never losing sight of the “Neighbour Helping Neighbour” approach.

THE OPPORTUNITY

We are looking for a professional, motivated and team-oriented individual to take on the role of **General Accountant**. Reporting to the Financial Controller, you will have an opportunity to work as part of a close-knit team, handling day-to-day accounting functions. This is a great long-term career opportunity where you can apply your knowledge of accounting principles, customer focused skills and innovative mindset in a rewarding way.

WHAT YOU’LL BE DOING

- Accounting cycle duties including vendor payments, client receipts and payments
- Accounts Receivable duties which include pre-authorized payment processing, collections, and acting as a liason with underwriters, agents & brokers
- Preparation of deposits of cash received
- Working with the Financial Controller to provide timely and relevant information
- Support of month-end and year-end accounting activities, ensuring they are completed accurately and in a timely manner

WHAT YOU BRING

- University Degree or College Diploma with a specialization in Accounting
- Strong knowledge of MS Office and a high degree of comfort with IT related queries and systems
- Accuracy and attention to detail
- Solution oriented, team player, with a high degree of emotional intelligence

WHAT WE OFFER

- A friendly, community oriented workplace
- Comprehensive benefits
- Competitive Defined Contribution Pension Plan
- Hybrid work environment

JOIN OUR TEAM!

Interested? Please submit your resume and cover letter by Monday June 5th detailing your unique qualifications and experience to cvandaele@wmic.ca

We encourage applications from all qualified candidates and will accommodate applicants’ needs under the human rights codes throughout all stages of the recruitment and selection process. We encourage candidates to make their accommodation needs known so that we can provide equitable opportunities.