



Accounting Assistant

Full Time · Chatham-Kent, Ontario

Kent & Essex Mutual Insurance Company is recruiting for an Accounting Assistant to join our team as we continue to grow. This role is an opportunity for a newly experienced Accountant or a recent graduate to join a team that offers a busy environment rich in learning and development preparing you for the next step in your career. This role will be primarily in office but will have a hybrid work model with the opportunity for working remote as directed by the responsibilities assigned. Candidates must reside within a reasonable commute distance to our office.

Responsibilities

- Responsible for tasks including processing daily transactions, payments, bookkeeping, reconciliations
- Data entry/maintenance of accounts receivable and payables
- Assist with processing payments and reconciling statements
- Maintain financial records, analyze, and reconcile general ledger entries and post journal entries
- Assist with the year or month end process as well as the year end audit
- Communicate with vendors and customers to resolve discrepancies and respond to inquiries
- Adhere to internal controls, company policies and procedures
- Work collaboratively within the team to ensure all key deadlines are met and all tasks are cross trained
- Act as backup for other accounting staff as needed

Qualifications

- Bachelor's degree or diploma in accounting or business administration
- 1-2 years of experience in a related accounting position and/or relevant education or training
- Basic knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Desire to learn
- Attention to detail and high level of accuracy for preparing and entering financial information
- Demonstrated aptitude in dealing with private and confidential information
- Computer skills including the ability to operate computerized accounting, spreadsheet, and word processing programs
- Excellent communication skills (verbal, written, and interpersonal) and organizational skills
- Contributes to a positive, team-oriented environment with the ability to work independently
- You are professional, respectful, and approachable, in all interactions

About us

Kent & Essex Mutual is a well-established property and casualty, mutual insurance company proudly located in Chatham-Kent. We are a financially strong and progressive company with over 135 years of experience building relationships with our policyholders, broker partners and community partners.

What Do We Offer?

- A diverse, collaborative, and supportive team
- A motivating company culture of spirit, enthusiasm, and a focus on skill development
- A company that values our business partners, our community and the health and well-being of our team
- Extensive benefit and compensation package

If you would like the opportunity to join our team and possess the qualifications listed above, please apply in confidence to Human Resources by email: hr@kemutual.com. **Applications will be accepted until 4:30 pm on Wednesday, January 25, 2023.** We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted. Appropriate accommodations will be provided upon request throughout the hiring process.