



## Treasurer and Manager of Administrative Services

Location: Cambridge, Ontario – Hybrid

Full Time Position | Vacancy

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The Ontario Mutual Insurance Association (OMIA) is the trade association for 33 independent mutual insurance companies across Ontario. Each mutual is 100% Canadian and owned by its policyholders, and each is more than a century old.

OMIA's function is to share resources, discuss issues of common concern, and explore opportunities for growth and development among our member companies. At OMIA we enable our member companies to achieve and maintain a high level of excellence, by providing leadership through education, marketing, support services, and special projects.

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The **Treasurer and Manager of Administrative Services** will report to and work closely with the President of OMIA with a focus on budgeting, accounting, financial reporting, human resource functions, payroll, and delivery of group benefits and pension services.

### Responsibilities

This role performs work independently, as well as in a collaborative team environment with OMIA staff and other company stakeholders. Responsibilities include, but are not limited to:

- Acting as an officer of a not-for-profit trade association and assisting with Board administration and governance.
- Overseeing accounting operations and staff and producing financial reporting for a not-for-profit trade association.
- Preparing budgets and co-ordinating an annual financial audit and a pension plan audit.
- Managing association investments within an investment policy framework.
- Administering and managing a group benefits (both employee and company benefits) and registered group pension plan.

- Working with the President, creating and maintaining office and human resource policies and compliance related monitoring and reporting.
- Overseeing the administration and budgeting of annual events including the Annual General Meeting.
- Communicating and collaborating with member organizations on benefit and pension administration and education.
- Working with OMIA leadership on strategic planning and risk management.
- Managing a department of 10 employees
- Monitoring and overseeing office policies and procedures.
- Supervising payroll input and administration.
- Overseeing the Associations investments under a Statement of Investment Policy and Procedures.

### Experience & Education

- At least 10 years' experience as a senior-level accounting and financial professional, ideally with experience in the not-for-profit sector.
- Experience with Human Resource Management, payroll, and group pension and benefits.
- Experience with event planning oversight and project management would be considered an asset.

In considering candidates, the following educational background or equivalent employment experience will be of benefit:

- Post secondary education (College Diploma or University Degree)
- Chartered Professional Accountant (CPA)
- Certified Employee Benefits Specialist (CEBS), Certified Human Resource Professional (CHRP), or Certified Payroll manager (CPM) designations considered an asset.
- Commercial Insurance Certificate (Insurance Institute of Canada)
- Canadian Risk Management Certificate

### Other Qualifications

- Financial Acumen
- Leadership and Coaching
- Clear and Concise Written Communication

- Engaging Verbal Communication and Presentation Delivery
- Planning, Organizational, and Deadline Management
- Personal Initiative, Flexibility, and Willingness to Learn
- Commitment to Customer Belonging and Satisfaction
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, Teams, SharePoint)

### Why Join OMIA

We are a collaborative team of 30 staff in a modern LEED certified office located close to the 401 in Cambridge, Ontario. Our workplace includes a large fitness centre, reflection/prayer room, nursing/pumping station, and outdoor walking paths. Our positive workplace supports a balanced, healthy, and family oriented lifestyle.

The work week consists of 5 days per week, Monday to Friday; We are currently hybrid with 2 to 3 days in the office; however, this is subject to change. This role requires some travel during the year.

You will have a chance to participate in and get involved with initiatives including wellness programs (in-house and online), green team projects, and community and charitable events.

### Apply Now

If we've sparked your interest, please submit your resume to [careers@omia.com](mailto:careers@omia.com).

*We appreciate all applications, however only those selected for an interview will be contacted.*

*OMIA is committed to inclusive, barrier-free recruitment and selection processes in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If contacted for an employment opportunity, please advise if you require accommodation for interview or employment purposes.*