



Usborne & Hibbert
Mutual Fire Insurance Company

Usborne & Hibbert Mutual is expanding our Accounting & Finance Team and we are searching for an **Accountant**. This opportunity will appeal to a motivated, cooperative individual who is committed to working in a dynamic atmosphere. This is a full-time hybrid position reporting to the Director Accounting, Finance & Compliance.

Position Responsibilities:

- Balances receivables, write-offs, and disbursements against bank records and posts in accounting software
- Ensures regular journal entries are completed in an accurate and timely manner in accordance with accounting standards
- Gathers and summarizes various month-end reports across functional areas
- Post and balance to the general ledger
- Monitor and manage the company's cash flow — including receipts, disbursements, and bank account balances.
- Prepare and balance receipts, disbursements, policy registers, accounts receivable, claims and bank reconciliation
- Coordinates with Underwriting and Claims functions to ensure all transactions are posted for the month prior to accounting close-out
- Process year-end - preparing adjustments, reconciling balances, and supporting the audit.

Qualifications & Experience:

- 2 to 3 years accounting experience
- College diploma or University degree in Accounting, Business Administration or Commerce
- Accounting designation CA, CPA; or actively working towards

Key Competencies:

- Ability to work within deadlines
- Excellent managerial and administrative capabilities
- Highly developed computer skills
- Demonstrated analytical and problem-solving abilities

What We Offer:

- Current Salary Range is \$70,000 - \$95,000
- Competitive total compensation package, including a base salary, with company paid benefits, health care spending account and pension plan.
- A health and wellness work environment that supports employee well-being with flexible work hours, exercise room, employee appreciation and recognition
- Opportunities for ongoing training and development that promotes continuous learning

Please visit www.usborneandhibbert.ca to learn more about our company.



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Interested applicants are invited to send a detailed resume and cover letter **no later than 4:30 p.m. Friday, February 20, 2026** 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