



## FINANCIAL OPERATIONS LEAD

Work Location: **Remote, Jarvis** | Reports to: **CFO** | Full or Part Time: **Full Time**

### SCOPE:

The position will play an integral role in the finance department and requires a critical thinking mindset with great attention to detail. This role requires strong communication skills with an assertive approach to liaising with internal and external parties including collections. The Financial Operations Lead has well-rounded experience and exceptional skills in Microsoft office.

### EDUCATION & EXPERIENCE:

- Three-year university or college program, an education in business/accounting is an asset.
- Over 3 years and up to and including 5 years on-the-job experience and/or performing similar duties is required. Experience in the Insurance Industry is an asset.

### WHAT WILL YOU BE UP TO?

- Processing cheque deposits (online) and cash deposits• Processing of PAP payments (credit card and bank).
- Processing monthly Broker commission payable EFT (and post to IBS).
- Responsible for daily consolidation of cancelled and reinstated policies.
- Preparing HST, Premium Tax and Retail Sales tax reporting and payments.

- Preparing monthly general accruals and reconcile accounts.
- Preparing monthly depreciation schedules and corresponding entries.
- Calculating and posting monthly DPAC.
- Process weekly A/P & claims cheque runs.

### CORE CAPABILITIES:

- You possess a keen eye for detail and have a passion for accuracy.
- You are a team player with a penchant for critical thinking.
- You're an excellent communicator and are able to keep a team organized to ensure efficiency.
- You love a challenge and the satisfaction that comes from achieving goals and meeting targets.

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