



We are looking for an **ACCOUNTING ASSISTANT**

As the oldest Ontario farm mutual insurance company, we have proudly served our community for over 160 years. We're growing and progressing while sticking to our humble roots of always putting our policyholders who are also our owners first. 2022 promises to be an exciting year for our company as we focus on helping the communities we serve with innovation and teamwork.

POSITION SUMMARY

You will collaborate with our other Accounting Assistant to perform a variety of duties including accounts payable, accounts receivables, general ledger, analysis and reconciliations. This position is located in Sheffield and reports directly to our Controller-Treasurer.

RESPONSIBILITIES

- Provide accounting and clerical support by preparing and maintaining accurate, detailed accounting documents and records.
- Ensure all accounting policies and internal controls are strictly adhered to.
- Prepare the bank deposit including the weekly bank PAP submission, posting transactions (including broker payments) to the general ledger, following up and resolving differences.
- Perform all accounts payable functions (expenses and claims) including: invoice review, obtaining proper approvals, cheque preparation, input and filing.
- Perform all accounts receivables functions including: maintaining records, posting transactions, balancing all input, and following up with brokers, agents and internal staff.
- Maintain and develop positive relationships with brokers, agents, staff and customers by working together to resolve issues.
- Process all daily bank returns and G/L transfers on a timely basis.
- Prepare refunds for policy cancellations/endorsements and work closely with underwriting as required
- Prepare and send out all A/R broker statements monthly.

QUALIFICATIONS

- Competency in MS Office applications including Excel, Word and Outlook.
- Accounting background (business related) – with courses at university or college level.
- Familiarity with bookkeeping and basic accounting procedures.
- Accuracy, attention to detail and ability to multi-task.
- Excellent communication skills (both verbal and written).

Please forward your resume with salary expectations as soon as possible, in confidence to:

david@dumfriesmutual.com

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.