



Career Opportunity – Finance Administration

Full-Time, Permanent Position (Wingham, ON)

Howick Mutual Insurance is an established and well-respected Ontario Farm Mutual, who has been providing insurance to the residents of Huron, Bruce, Grey and surrounding counties for 149 years. We are seeking a dynamic and results oriented team player to join our Finance Team.

Reporting to the Manager of Finance, this position will provide professional, accurate and timely administration duties within the Finance Team.

Key Responsibilities:

- Issue claims cheques and other cheques for the organization, as required
- Direct Bill Administration including; preparing Invoices, accounts receivable administration and collections
- Pre-Authorized Payment Administration including; preparing weekly PAC and Credit Card files, follow up on payments returned NSF, send letters to the policyholders, enter banking and credit card information into A/R, issue refund payments
- Prepare and execute cheque deposits
- Prepare various month end reports and reconciliations
- Provide back-up to front office/reception
- Demonstrate strong organizational and time management skills to meet workload demands
- Adhere to team and organizational policies and procedures
- Consistently demonstrate professional behaviour and a positive attitude
- Maintain strict confidentiality

Qualifications:

- Post-secondary education in administration, business or related discipline
- Minimum of 3 years administration or bookkeeping experience
- Working knowledge of Microsoft office; Outlook, Word and Excel
- Excellent communication (oral and written), interpersonal and organizational skills
- Ability to work well within a team environment
- Detail oriented with a high degree of accuracy
- Ability to multi-task and adhere to strict deadlines

We are offering a competitive salary and benefits program in a flexible, people oriented working environment.

If you are interested in this exciting career opportunity, please send your resume to hr@howickmutual.com no later than 5:00pm on Monday, November 14, 2022.

We thank you for your interest; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in the selection process.