
Intermediate Accounting

We are looking to hire an Intermediate Accounting person to add to our Accounting Team. If you are a proactive, highly organized and detail-oriented person with a passion for achieving excellence in customer experience who is seeking a rewarding career as an integral part of a high performing team, this job may be right for you.

We require a dedicated team-player with a “can-do attitude” who is not afraid to try new things and believes in continuous learning and improvement. This role requires an advanced understanding of Accounting processes, working closely with other members of the Accounting team to process Accounts Receivable and Payable, generate financial reports, and interact regularly with clients and broker partners by phone, email, and direct mailings. The ideal candidate will be conscientious and confident; a creative problem-solver who is open to innovation and eager to further their career in the field of Accounting through Company-supported professional development.

If this sounds like you, we want to hear from you!

Requirements

- Proficiency in Accounts Receivable & Payable; good knowledge of accounting procedures, processes and reporting
- Strong working knowledge of Microsoft Office Suite, or willingness to learn; advanced Excel capabilities; familiarity with Access database
- Ease with PC/Windows10; ability to learn new web-based platforms and programs quickly
- Strong numeracy
- Demonstrable ability to work as part of a high-performing team
- Strong sense of urgency, accountability; takes ownership of own work
- Conscientious in the handling sensitive and/or confidential information; tactful when dealing with clients regarding account status
- Strong verbal and written English-language communication skills
- Ability to perform time-sensitive tasks with a high degree of accuracy
- Exhibit professionalism and respectful demeanor in all interactions with customers, clients, and the general public
- Proven interpersonal skills and independent decision-making capacity

Education and Qualifications

- Post-Secondary certificate or equivalent in a relevant field (Accounting, Commerce, Economics, Business Administration, or other)
- 2-5 years' work experience in accounting, bookkeeping, financial administration or related field required
- Experience with IBS or other insurance industry and/or accounting software a definite asset
- Preference will be given to applicants with work experience in Property & Casualty insurance (including brokerages); strong preference given to those with or working towards a CPA designation

Working Conditions

- Modern, open-concept office environment with friendly and supportive atmosphere
- Job requires sitting for extended periods (with the option to work at standing desk occasionally)
- Standard workweek Monday-Friday during core business hours (8:30am-4:30pm), occasional evening commitments required; overtime is not anticipated (though may be required during peak times)
- Physically demanding activities are not expected

About Halwell

We have a strong network.

Halwell Mutual Insurance Company is one company in a community of Ontario farm mutuals that work together, creating a great work environment and many opportunities.

We care about the growth & wellbeing of our staff.

We have a friendly, caring place where you use your skills and experience to help our team continue to deliver top rate service to our broker partners. And, because of our large network, staff members have regular opportunities to learn and grow professionally.

We are strong, and have been around for a while.

Halwell is a policyholder owned, financially secure, community-based property and casualty insurer located in Guelph, Ontario. Halwell has been insuring the property assets of rural, small town and urban policyholders for over 155 years with Gross Written Premium base of over \$20 million. We offer high quality insurance products for farm, property, commercial and automobile through a dedicated team and experienced broker distribution network.

We have a great location and other great perks.

Our beautiful new office is in the South end of Guelph, in the new Hanlon Creek Business Park. We're close to the 401, Hanlon Pkwy, and downtown Guelph – so it's easy to get here, and there's lots happening around us! As well, our new building boosts employee wellness with a gym, outdoor patio, fully-equipped lunchroom and collaborative meeting areas, beautiful walking trails, and so much more! We have regular lunch and breakfast gatherings, and enjoy a very friendly and open atmosphere.

Accessibility Statement

Halwell Mutual is an equal opportunity employer. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), accommodations will be provided at any point throughout the hiring process, provided the applicant makes their accommodation needs known to Halwell in advance.

Halwell Mutual offers a generous total rewards package that includes competitive salary, great benefits and emphasizes work/life balance. Please reply in confidence with a cover letter and detailed resume to hr@halwellmutual.com by January 18, 2019.

*We thank all applicants for their interest however **only those selected for an interview will be contacted.***
