



Employment Opportunity

Accounting Administrator

We are looking for a highly motivated individual to join our team as Account Administrator. The successful candidate will be a team and service-oriented individual with a positive attitude and attention to detail.

Requirements include:

Accounts Receivables

- A/R reconciliation, data entry and preparation of bank deposits
- Generate accounts receivables reports and distribute on a bi-weekly basis
- Contact clients, as required, for collection of outstanding balances
- Process client payments

Accounts Payables

- Process invoices, government obligations and reconcile account statements
- Prepare all information necessary for cheque or EFT issuance

Month End Reconciliations

- Reconcile and prepare required journal entries and reports for the cross-referencing of Balance Sheet working papers (training will be provided)

Audit Responsibilities

- Work with the Financial Controller and the audit team during the audit process

The applicant must be:

- Comfortable with in-person tasks, answering phone, taking payments and directing calls
- Willing to work on-site at Company head office in Belliveau Cove, NS

Experiences and Attributes:

- Bookkeeping/Accounting experience
- Degree or Diploma in a related field
- Experience with Sage and Applied an asset
- Proficient in Microsoft Office 365 (Outlook, Word, Excel, Teams)
- Excellent time management skills and the ability to prioritize work
- Strong organizational and analytical skills with attention to detail
- Self-motivated
- Ability to work in a team environment

If you have the required skills and are looking for a challenge, please forward a cover letter and resume, complete with job references, no later than **Friday, November 3rd, 2023**.

Please e-mail your resume to janice.belliveau@claremutual.com

No telephone calls please

- Compensation will be based on experience
- Position includes group insurance and pension benefits
- Only those selected for interviews will be notified