



JOB DESCRIPTION

POSITION: Corporate Accountant

Reports to: Director, Finance

Department: Finance

Flexible Work Options Available: We are a hybrid workplace environment, granting team members the ability to work up to 3 days remotely per week.

POSITION SUMMARY

The Corporate Accountant is a highly skilled and detail-oriented individual who excels at multitasking and has a strong understanding of accounting principles. They will be responsible for managing cash flows and investments, booking journal entries, preparing financial statements, and managing the annual audit. They will also act as point of contact for external parties, such as the banks and auditors.

KEY RESPONSIBILITIES

Treasury Administration:

- Monitor cash flows for all bank accounts and maintain a 6-week cash flow forecast
- Prepare bank reconciliations on a semi-monthly basis
- Execute payments to partners and vendors through ScotiaConnect
- Review and approve wire transfers
- Facilitate investments into and withdrawals from the investment portfolio
- Manage the corporate banking and VISA card programs

Finance:

- Prepare and post month-end journal entries in compliance with IFRS standards
- Work with Actuary to prepare IFRS 17 component balances for input into Risk Integrity
- Record monthly revenues and expenses
- Monitor and analyze divisional expenses relative to budget
- Maintain rent, fixed asset and prepaid expense schedules
- Prepare monthly financial reporting for management
- Perform monthly reconciliation of distribution partners' monthly results and commission program
- Perform calculations for insurance or annuity plans with financial components (annuities, interest, policy loans, etc.)
- Run reinsurance settlement jobs from administration system
- Prepare quarterly financial statements for regulatory filing
- Support the interim and year end audits
- Issue tax slips to eligible customers
- Assist the Director, Finance in the annual budget and forecast process
- Assist in the implementation of new accounting standards and new business opportunities
- Analyze accounting systems, identify any inaccuracies, and recommend improvement measures to all

System Exposure:

Adagio AP, Adagio GL, Bambora (TD Merchant), Box Simple Online, DocuSign, Dynac, ExpensePoint, FIMMAS, ImageRight, Printboss, ScotiaConnect, ScotiaDirect, ScotiaVisa, Stripe, Telpay, VersaPay.

QUALIFICATIONS & EXPERIENCE

- University or college degree/diploma in a relevant field of study; Accounting designation (CPA) is required
- Minimum of 5-7 years experience in a finance or accounting role
- Financial services experience required, insurance background is an asset
- Experience with reconciliations, month end closing, financial statements, and audit
- Proficiency with Microsoft Excel, General Ledger systems and file import/export

SKILLS & CORE COMPETENCIES

- Technically strong in accounting principles (GAAP), practices and procedures and internal controls
- Keen attention to detail
- Strive for quality while maintaining productivity
- Ability to work under tight timelines, multi-task and exhibit good daily performance habits
- Communicates effectively with both internal and external customers
- Ability to work as part of a team and able to work independently with minimal supervision
- Proven ability to quickly learn and adapt to new systems and software
- Strong problem-solving, analytic, and reporting skills
- Strong written and verbal communication skills
- Excellent interpersonal skills and a strong, collaborative team player
- Seeks out new tasks and responsibilities when appropriate
- Strong alignment with our organizational mission, vision, and core values