

STAFF ACCOUNTANT

Issue Date:	June 1, 2020
Revised Date:	August 2, 2022
Approved by:	PAM MARSON, PRESIDENT & CEO

<u>JOB LEVEL</u>	LEVEL 3
<u>TYPE</u>	PERMANENT - FULL-TIME
<u>REPORTS TO</u>	ACCOUNTING MANAGER

POSITION DESCRIPTION

Maintains and controls general ledger accounts and business transactions of the organization in accordance with accepted accounting principles and practices that includes analytical work and thorough review of financial records. The position will provide support and provide coverage for other parts of the accounting team.

KEY RESPONSIBILITIES:

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data
- Prepare bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies and resolve clients' billing issues
- Generating reports and statements for internal use.
- Assist in streamlining and improving the accounts receivable process identifying areas of performance improvement
- Monitor and collect accounts receivable by contacting clients via telephone, email, and mail
- Support other accounting and finance team members
- Validate incoming information into the AR Module through Underwriting transfers
- Validate incoming information into the GL Module through Claims transfers
- Work collaboratively with other departments to provide exceptional customer service both internally and externally.
- Perform general account analysis and reconciliations
- Prepare general ledger entries by maintaining records and files
- Analyze information and options by developing spreadsheet reports, verifying information
- Answer accounting and financial questions by researching and interpreting data

- Protect company's value by keeping information confidential
- Support the accounts payable function to manage all payments and requests for payments.
- Other responsibilities as assigned by direct Manager or Chief Finance & Operations Officer

QUALIFICATIONS, EXPERIENCE and KEY SKILLS:

- Accounting diploma or Accounting Degree required
- Well-developed skills and knowledge of Microsoft Office
- Strong interpersonal & collaboration skills
- Strong time management and organizational skills
- Ability to respect, and manage to tight deadlines
- High degree of accuracy and attention to detail
- Ability to perform duties in a professional and ethical manner
- Customer service orientation and negotiation skills