



POSITION SPECIFICATION

Senior Accountant

Reports to:

Vice President, Finance & Administration

Job Overview

This position is responsible for the overall accounting and reporting for Executive Risk Insurance Services including managing the company's insurance database. Critical to the success of the position will be ensuring all finance requirements of the business units are met with a high degree of satisfaction. In addition, it is expected that the incumbent will develop a strong knowledge of the business and be an active participant in ongoing growth initiatives.

Specific responsibilities include:

- Preparation of all monthly, quarterly, annual financial reports including development of ad hoc reports for Board, Management and other stakeholders
- Monthly audit of insurance process
- Maintaining the Insurance database including testing and implementation of any enhancements
- Auditing of Expense reports
- Timely processing of all payables
- Timely collection of all invoices
- Preparation of monthly, quarterly and annual Financial Statements including processing of all journal entries
- Reconciliation of all Balance Sheet accounts
- Preparation of Forecasts and Annual Budgets
- Foreign exchange transactions
- Preparation of the annual audit binder

Personal Characteristics:

- Responsible professional with proven financial analytical skills;
- Team player adaptable to a changing environment;
- Strong written and verbal communication skills including the ability to present and meet with senior financial executives of companies of all sizes;
- Self motivated and willing to take initiative;

Qualifications:

- University degree with major in Finance or Accounting
- Fourth level CGA or CMA

- 2 years experience in an analyst or accounting role and experience in working with/meeting with senior financial executives;
- Professional services, insurance or brokerage experience;
- Advance knowledge of Microsoft Excel including pivot tables;
- Proficient in other Microsoft Office Products including Access.