



FINANCIAL OPERATIONS LEAD

Location: **Jarvis, Remote** | Reports to: **CFO** | Hours: **Full Time**

SCOPE:

The position will play an integral role in the finance department and requires a critical thinking mindset with great attention to detail. This role requires strong communication skills with an assertive approach to liaising with internal and external parties including collections. The Financial Operations Lead has well-rounded experience and exceptional skills in Microsoft office.

EDUCATION & EXPERIENCE:

- Three-year university or college program, an education in business/accounting is an asset.
- Over 3 years and up to and including 5 years on-the-job experience and/or performing similar duties with experience in the Insurance Industry.

BENEFITS AND REWARDS:

- Flexible work week and hours.
- Education Reimbursement Program.
- Group Benefits Plan (Health and Dental).
- Company Paid Employee Assistance Program.

WHAT WILL YOU BE UP TO?

- Preparing and delivering monthly reinsurance reports and entries.

- Processing cheque deposits (online), cash deposits and PAP payments.
- Processing monthly Broker commission payable EFT (and post to IBS).
- Responsible for daily consolidation of cancelled and reinstated policies.
- Preparing HST, Premium Tax and Retail Sales tax reporting and payments.
- Preparing monthly general accruals and reconcile accounts.
- Preparing monthly depreciation schedules and corresponding entries.
- Calculating and posting monthly DPAC.
- Process weekly A\|P & claims cheque runs.

CORE CAPABILITIES:

- You possess a keen eye for detail and have a passion for accuracy.
- You are a team player with a penchant for critical thinking.
- You're an excellent communicator and are able to keep a team organized to ensure efficiency.
- You love a challenge and the satisfaction that comes from achieving goals and meeting targets.

At Nova Mutual, we are committed to cultivating a diverse, equitable and inclusive place of work. Diversity is not just a concept we occasionally speak to and is then forgotten. It is demonstrated in how we deal with our Members and our People, how we support the communities in which we live and work and how we conduct our daily business interactions. We are an equal opportunity employer.

Persons with disabilities requiring accommodation in the application process, or those requiring job postings in an alternate format, please advise via recruitment@novamutual.com.

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