

Accountant

Reporting to: Vice President, Finance

POSITION OVERVIEW

As an **Accountant**, you are responsible for the financial reporting and accounting activities of Navacord Head Office, a Canadian-owned brokerage, which consists of several insurance broker partners spanning across Canada. You will report to our Vice President, Finance.

RESPONSIBILITIES:

- Support monthly, quarterly and annual financial process, reporting, and requirements, coordinating with all Navacord Partners as required
- Maintain and balance the general ledger in an accurate, complete and up-to-date manner
- Monitor and control by timely recording, coding, balancing, and scrutinizing for inaccurate accounts
- Ensure proper adherence to accounting policies and procedures across Navacord Partners
- Closing of financial reporting cycle
- Develop, implement, modify, and document record keeping and accounting system
- Prepare and enter journal entries and balance ledger accounts
- Assist with quarterly management fee preparation and HST filings
- Assist in Navacord expense allocation of costs to business partner
- Ensure monthly reconciliation of intercompany and quarterly settlements occur
- Assist in consolidation, tax reconciliation and filings, forecast and budgeting, cash flow analysis
- Prepare financial reports through collection, analysis, and summarization of data
- Assist in preparation of financial statements and annual financial audit
- Maintain internal records in order to create reporting consistency across the Navacord Partners
- Support Finance in ad hoc analysis and other strategic priorities

REQUIREMENTS:

- University degree (in Finance or Accounting) or equivalent work experience
- 5 year of Accounting experience preferably from insurance company/brokerage setting(s)
- Ability to multi-task and work in a fast-paced environment
- Proficient with Microsoft Excel, Word and Outlook
- Interpersonal, verbal and written communication skills
- Ambitious and hardworking

COMPETENCIES & ATTRIBUTES:

- Strategic, forward thinker who can forecast potential service and operation vulnerability in the business and drive mitigating actions
- Collaborative and team focused leader with the ability to coach and mentor staff and build an empowered and accountable team
- Leadership skills that will incite enthusiasm, provide vision, motivate, create positive morale and role model standards of professionalism

Qualified candidates are invited to email their resume and cover letter to: careers@navacord.com

BUILDING THE GREAT CANADIAN BROKERAGE

Navacord is a leading insurance and risk management brokerage created to keep the Canadian entrepreneurial spirit alive. Led by a passionate and engaged partnership group, Navacord Broker Partners are committed to the success of their clients by delivering expert advice in an increasingly complex world which allows them to face the future with confidence.

- ✓ 4th Largest Commercial Brokerage in Canada
- ✓ 1,000+ Employees
- ✓ 30,000+ Commercial Clients
- ✓ ~\$250mm Revenue
- ✓ 75% B2B (Commercial & Benefits)
- ✓ 25% B2C (Personal Lines)
- ✓ ~\$2 Billion Annual Premium

We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.