



# CAREER OPPORTUNITY

## Accounting Administrator

### Job Summary

Programmed Insurance Brokers Inc. and RWAM Insurance Administrators Inc. (PIB RWAM) are looking for a motivated individual with strong analytical skills and keen attention to detail to join our Finance Team!

As a member of our team, you will enjoy a positive work environment, professional training and competitive compensation with benefits. We promote work/life balance and value the importance of family.

**Status:** Full-time

### What you'll do

- Process, verify and balance various accounting records in a timely and accurate manner
- Investigate and resolve discrepancies
- Update and maintain information in a variety of spreadsheets and databases
- Preparation and posting of journal entries
- Support finance team where needed

### What you'll need

- Strong understanding of accounting concepts
- Proven analytical skills and attention to detail
- Proficient in Microsoft Excel
- Flexibility and ability to work effectively as a team player
- 2+ years experience in a similar role
- Experience in the insurance industry an asset

### Benefits

- Competitive Salary
- Profit Sharing
- Comprehensive benefit package
- Pension plan
- Flex hours

If you have the above qualifications and thrive in a team environment, we'd like to hear from you. **Please apply to: [careers@rwam.com](mailto:careers@rwam.com)**

PIB RWAM, a division of Home Hardware Stores Limited, is Canadian-owned, innovative, and a leader in the insurance industry. Our head office is in Elmira, Ontario, with subsidiary offices in London, Chatham and Blenheim, ON; Bedford, NS; and Edmonton, AB. Learn more at: [www.pib.com](http://www.pib.com) [www.rwam.com](http://www.rwam.com)



PIB RWAM is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for showing an interest, however, only candidates selected for an interview will be contacted.