



# CAREER OPPORTUNITY

## Accounts Receivable/Payable Administrator

### Job Summary

Programmed Insurance Brokers Inc. and RWAM Insurance Administrators (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

Working within the Broker Management System Applied Epic you will:

- Complete company direct bill commission receivables and associated reconciliations
- Complete company carrier payables and associated reconciliations
- Maintain client receivables including daily deposits and processing refunds
- Reconcile and payment of provincial sales taxes
- Investigate and resolve discrepancies
- Support the Finance Team where needed

### What you'll need

- Previous experience with Applied Epic or Applied TAM
- Understanding of accounting concepts
- Proven analytical skills and attention to detail
- Proficient in Microsoft Excel
- Ability to prioritize and organize workload to meet deadlines
- Flexibility and ability to work effectively as a team player
- 2+ years experience in a similar role

### 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 would like to hear from you.

**Please apply to:** [careers@pib.com](mailto:careers@pib.com) by Monday January 25<sup>th</sup>, 2021.

PIB RWAM 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.