

ACCOUNTING ASSOCIATE



TORONTO, ON | Reporting to: Corporate Controller

Hybrid WFH and Flex-Time Hours

POSITION OVERVIEW

The **Accounting Associate** will be a key member of the accounting team at Petrela, Winter & Associates ("PWA"), a specialty commercial insurance brokerage with a reputation for being a leader in its field. The ideal candidate will have an accounting education and 2-3 years of related work experience, combined with strong analytical and attention to detail, excellent verbal and written English communication skills, proficiency in the MS Office Suite, and a positive attitude and demeanor. This is an excellent opportunity for a career minded individual to advance their accounting career on a high-performing team at a growing, successful company.

Competitive compensation package including salary and profit sharing bonus, and full benefits offered. Hybrid work flexibility is available.

RESPONSIBILITIES :

General:

- Working closely with the Controller to support day-to-day accounting functions.
- Reconciliation of daily activity reports to ensure accuracy of transactions.
- Training on EPIC (broker management system) provided if no prior experience.
- Assist in preparation and distribution of various month-end reports.
- Assist in preparation of producer reports

Accounts Receivable (AR):

- Prepare monthly AR report.
- Transaction list and batch closing.

Accounts Payable (AP):

- Reconciliation of Insurer statements.
- Analyze and investigate invoice or commission discrepancies.

Support for Bank Reconciliation

- Ensure all Journal Entries are entered into the GL including Direct Bill commissions, CPC, wire & bank-to-bank transfers, write-offs, credit card & bank fees, outgoing payments, returned cheques, and more.

Other Duties:

- Generates Renewal lists and accounting spreadsheets for Producers and Management upon request.
- Managing discrepancies for Accounts Receivable, Accounts Payable and Carrier Payments.

REQUIREMENTS:

- Minimum 2 years experience in accounting or bookkeeping. Preference given to candidates with insurance industry experience.
- Post-secondary diploma or degree in accounting.
- Experience in an insurance brokerage, insurer, or financial services an asset.
- A collaborative team player with demonstrated initiative, attention to detail, and pace.
- Ability to work independently & collaborate across the brokerage with key stakeholders.
- Strong communication, financial, analytical, and organizational skills required.

Navacord is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.