

## Finance Administrator

HSB BI&I is a leader in providing specialized equipment breakdown insurance. We provide insurance and reinsurance to Canadian and global businesses through our coast to coast network of offices, 4,000 independent insurance brokers and over 50 major insurance companies. HSB BI&I is a member of the Hartford Steam Boiler Group and part of the global Munich Re Group of Companies.

- We have over 140 years of experience and through our modern systems and practices remain unsurpassed in meeting our customers' needs.
- You can become an expert in your field while enjoying a healthy work/life balance and a collaborative, friendly atmosphere in our offices.
- We offer a comprehensive benefits program to our employees.

We invite you to learn more about us at our website: <http://www.munichre.com/hsbbii>

### Primary Objectives:

Situated in our head office in Downtown Toronto, the Finance Administrator is responsible for managing AR for a group of brokers, client companies and support the TSD department. This position is ideal for an accounting professional who thrives in a dynamic and collaborative environment.

### Responsibilities:

- Manage the collection of a group of brokers and client companies.
- Provide AR services to the Technical Service Department (TSD).
- Prepare monthly and quarterly account reconciliations.
- Generate monthly aging reports from various systems.
- Review direct business registrations for all branches on a monthly basis (Toronto, Montreal, Hamilton, Halifax, Vancouver and Calgary).
- Review T&E submissions.
- Facultative treaty account reconciliations for intercompany transactions.

### Qualifications:

- University Degree or College Diploma.
- 3-5 years of accounts receivable experience in a large organization preferred.
- Strong proficiency in Excel (macros, pivot tables, complex formulas).
- Effective verbal and written communication skills.
- Excellent organizational skills and high degree of attention to details.
- Ability to analyze data and related database structures

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices.

Candidates requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying for this position, please quote Job Reference **FAD0320-BW** and send a covering letter along with a resume to: [hr@biico.com](mailto:hr@biico.com).

We thank all candidates for their interest; however only those selected for interview will be contacted.