

## Manager, Accounting Operations and Systems

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: [www.munichre.com/hsbbii](http://www.munichre.com/hsbbii)

### Primary Objectives:

The Manager, Accounting Operations and Systems reports to the Chief Financial Officer and is a key member of the finance leadership team; a trusted finance professional focused on delivering value-added strategic advice, actionable insights, and process improvements. Using superior organizational and communication skills this position leads a team focused on accounting operations, month end closing, general ledger accounting and management, accounts payable and receivable oversight. This role sets department priorities, processes and procedures, ensures department deliverables are met, and leads project responsibilities including enhancements to accounting systems, databases, and reporting. This role liaises regularly with other areas in the business ensuring appropriate accounting solutions are developed for changing business needs. The ideal candidate will be detail oriented, have strong communication skills, ability to prioritize team activities, an independent self-starter, and able to identify and help provide solutions for new and evolving complex accounting and financial reporting requirements, while ensuring accuracy and timeliness of all other financial information and current reporting requirements.

### Job Responsibilities:

- Lead a team of accounting and finance professionals ensuring accurate and timely monthly, quarterly and annual financial reporting close procedures,
- Establish and maintain accounting best procedures and practices to ensure accounting operations run smoothly,
- Understanding of new and evolving accounting standards, with the ability to implement changes to applications in order to meet financial reporting requirements,
- Ensure compliance with current accounting requirements and regulations in Canada,
- Ability to solve complex problems, and develop innovative solutions to meet business needs,
- Oversee monitor and review compliance with all accounting and financial internal controls,

- Ability to understand the broader implications of decisions and changes to accounting practices, policies and procedures on stakeholders
- Oversee the reconciliation of accounts payable and receivable invoices and billing functions, as required,
- Complete ad hoc queries and reports for senior management,
- Provide direction and training on accounting systems, procedures and practices, and provide coaching and mentoring and manage performance of team members,
- Liaise with other departments within the organization, in particular business operations,
- Foster collaboration interdepartmentally within finance, the organization, and the region,
- Provide technical assistance and guidance on the use of accounting software packages,
- Other responsibilities such as the management of additional organizational assets.

#### **Qualifications:**

- Bachelors of Commerce or equivalent from an accredited university,
- Holds a recognized accounting designation, preference given to a Chartered Professional Accountant with insurance audit experience,
- 7-10 years progressive experience in the accounting and insurance industry, preferably in property & casualty, and strong familiarity with insurance and reinsurance concepts,
- At least 3 years' experience in team leadership and a demonstrated ability to develop and implement best practices
- Thorough understanding of Canadian Generally Accepted Accounting Principles (GAAP) and IFRS,
- Excellent verbal, written communication and interpersonal skills,
- Strong analytical and accounting skills,
- Able to effectively handle multiple tasks simultaneously in a deadline driven environment,
- Advanced experience with MS Word, MS Excel, MS Outlook, Power BI, and major accounting software packages for general ledger accounting, Sun Systems and SAP preferred,
- Previous experience in the planning, set up and implementation of an accounting system,
- Able to collaborate and partner successfully with other business leaders in a change opportunity environment.

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 **AM0419-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.