



# Bay of Quinte Mutual

INSURANCE CO.

## The opportunity

Bay of Quinte Mutual Insurance Co. is seeking an individual for a 15 month contract as Accounts Administrator in our accounting department. This position is full time and reports to the Manager of Finance and Technology. As an Accounts Administrator you will be chiefly responsible for the administration of our monthly payment plan. In addition, you will work closely with other team members to accomplish the day to day activities of the accounting and administration functions. This is a contract position but has the potential of becoming permanent.

At this time, the position is on site at our head office in Picton, Ontario but a hybrid option may be available at a future date.

## What You'll Be Doing

- ❖ Administering our monthly payment plan and other accounts receivable functions
- ❖ Provide assistance with other accounting activities as needed, including month end closing and reporting
- ❖ Ensuring adherence to the internal controls related to the accounting function as well as maintaining the confidentiality of all information
- ❖ Providing reception and administration support
- ❖ Providing exceptional customer service to our policyholders and broker partners
- ❖ Establishing and maintaining effective working relationships with key business partners, both internal and external to Bay of Quinte Mutual
- ❖ Participating in any appropriate education and meetings

## Qualifications & Experience

- ❖ Post secondary education in accounting or related field
- ❖ Previous accounting experience
- ❖ Insurance knowledge would be an asset
- ❖ Ability to adapt to changes in technology and processes
- ❖ Excellent oral and written communication skills
- ❖ Excellent customer service skills
- ❖ Strong organizational skills, along with attention to detail and accuracy
- ❖ Strong decision making and analytical skills
- ❖ Ability to multi-task and adhere to strict time deadlines
- ❖ Working knowledge of Microsoft Excel, Outlook and Word

## Who We Are

Bay of Quinte Mutual Insurance Co. is located in Picton, Ontario, known to many as simply 'The County'. It was founded in 1874 by a group of farmers who banded together to provide insurance protection for their farms at time when the insurance companies of the day did not insure farms. Bay of Quinte Mutual has a deep history of supporting our neighbours and the communities where our policyholders live and grow. Above all else, we value our relationships and local connections.

Bay of Quinte Mutual is comprised of a 28-person team providing commercial, farm and residential insurance in Eastern Ontario. We are rare, in that we do not offer automobile insurance. Bay of Quinte partners with 15 brokers and we have a team of 3 agents in our office to provide insurance protection. Our gross written premium is approximately \$27 million, and we are among the most financially strong insurance companies in Ontario.

## What We Offer



**Competitive  
Compensation**



**Work/Life Balance**



**Career Advancement  
Opportunities**

## Compensation

Compensation will be commensurate with your experience.

## How to Apply

If you are interested in joining our team, please submit your resume and cover letter detailing qualifications and experience in confidence to:

Bay of Quinte Mutual Insurance Co.  
Attention: Patti Welsh  
[careers@bayofquintemutual.com](mailto:careers@bayofquintemutual.com)

**- Submission deadline May 5, 2023 -**