



Bay of Quinte Mutual INSURANCE CO.

The Opportunity

Bay of Quinte Mutual Insurance Co. is seeking an individual for the newly created Financial Analyst role. We are looking for someone with integrity, an aptitude for all areas of accounting and a desire to learn. Reporting to the Manager of Finance & Technology, this is a full-time, permanent opportunity that will play a key role in our accounting department.

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.

If you are seeking a long-term career opportunity, and not 'just a job' within a supportive team environment, then this position is for you!

What You'll Be Doing

- ❖ Preparation of monthly reports
- ❖ Assist with all regulatory filings including P&C quarterly reporting
- ❖ Assist with annual budgeting, audit and financial statement preparation
- ❖ Assist other staff with more complex accounting matters and provide back up and assistance for other department functions
- ❖ Ensuring adherence to the internal controls related to the accounting function and developing process improvements
- ❖ Assist with the development of policies and procedures
- ❖ 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
- ❖ CPA designation is an asset but not required
- ❖ 3-5 years of related 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
- ❖ Proficiency with Office products especially Microsoft Excel

Who We Are

Bay of Quinte Mutual Insurance Company 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 a 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 \$30 million, and we are among the most financially strong insurance companies in Ontario.

What We Offer



**Competitive
Compensation**



**Comprehensive
Benefits**



**Defined Benefit
Pension Plan**



**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

Submission deadline - March 20, 2024