



**SOUTH
EASTHOPE**
MUTUAL INSURANCE

Accounting Position – Intermediate Position

South Easthope Mutual Insurance Company is currently looking to fill an Intermediate Accounting role in our Tavistock, ON office. Reporting to the CFO, you will be a vital member of the team and will work to meet the changing accounting needs of all areas of our company.

What You Will Be Doing:

- Assist the CFO in a variety of accounting and administrative duties
- Working with the CFO and management team in the implementation of IFRS (International Financial Reporting Standards)
- Prepare and analyze financial reports
- Other tasks including administrative support for other departments, data entry, supply inventory and assisting members over the phone

Who You Are:

- You have previous accounting or bookkeeping experience
- Have post-secondary education or courses related to finance or accounting
- You are detail-orientated and consistently demonstrate excellent organizational and time management skills
- Proficient in MS Office products (especially Excel) and the ability to learn our in-house software
- Willing to participate in education and training courses
- Demonstrate a high level of respect for confidentiality
- Ability to work well independently or as part of the team
- You must have a valid driver's license and reliable transportation.

If this sounds like the perfect position for you, we encourage you to submit your resume to info@southeasthope.com or Human Resources, 62 Woodstock St., Box 33, Tavistock, ON, N0B 2R0.

To learn more about South Easthope Mutual, visit us at our website www.southeasthope.com.