

## ACCOUNTANT - PART TIME

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Usborne & Hibbert Mutual Fire Insurance Company has been serving Southwestern Ontario since 1876 providing affordable fire insurance to farms, residences and businesses in Exeter and surrounding areas.

We are currently searching for a part time Accountant to work three days per week. Reporting to the General Manager, this person will be responsible for:

- Preparing and balancing receipts, disbursements , accounts receivable
- Processing payroll accurately, efficiently and according to Company and governmental guidelines
- Maintaining the general ledger, bank reconciliation and journal entries for company transactions
- Preparing quarterly financial reports

Qualifications for this role include:

- A degree or diploma in business with an accounting major
- A minimum of 4 years accounting experience with strong computer skills
- An analytical ability; ability to work within deadlines; excellent organizational and communication skills

Experience within the insurance industry would be an asset.

Please submit your resume to [usborne@on.aibn.com](mailto:usborne@on.aibn.com).

