

CAREER OPPORTUNITY



Financial Analyst

Elmira, ON | Full-Time - Hybrid

POSITION OVERVIEW

Programmed Insurance Brokers Inc. "PIB" is looking for a motivated individual with strong technical and organizational skills to join our Finance Team, in our Elmira, Ontario office. As a member of our team, you will enjoy a positive work environment, professional training, and competitive compensation. We promote work/life balance.

ABOUT US

Programmed Insurance Brokers Inc. (PIB) is a leading full-service, multi-line insurance, and financial services agency, established in 1980. As a nationally licensed agency with access to a diverse insurance carrier market and investment firms, PIB offers unique insurance solutions and custom financial services that empower our clients with real choices. Our personalized approach, industry expertise, and commitment to integrity have helped us earn and retain our clients' trust and confidence over the years.

No matter how small or how large your insurance or financial planning needs are - whether you have a personal or corporate need - we can help you find an insurance or financial solution that will work for you.

- Wealth Management & Financial Planning
- Commercial Business Solutions
- Group Benefits & Group Retirement Services
- Life Insurance & Living Benefits
- Home & Auto Insurance

RESPONSIBILITIES

Monthly Reporting & Analysis:

- Responsible for monthly and ad hoc journal entries including qualitative and quantitative backup
- Prepare monthly account reconciliations; owning the account balances and being able to identify anomalies and address questions
- Detect errors, omissions and inconsistencies in data; investigate and resolve discrepancies
- Provide recommendations on efficiencies, standards and improvements related to financial processes and/or systems
- Annually review existing process documentation and make updates
- Participate in annual specified procedures audit
- Assist with creating and maintaining support for monthly KPI reporting
- Assist with preparation of regulatory filings and tax filings
- Collaborate with people inside the organization
- Participate fully as a member of the team, promote team effectiveness and contribute to a positive work environment

- Ad hoc projects and support to the rest of the Finance Team

Modernization Projects:

- Help develop and maintain tools to support, simplify and automate processes inclusive of extracting detailed data from administrative systems
- Provide recommendations to improve effectiveness and/or efficiency of business and finance processes and controls
- Respond to ad hoc business inquiries
- Help ensure that controls are designed and operating effectively to mitigate financial and reputational risk

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field
- Recently completed CPA designation – in progress candidates will be considered dependent upon which Competency Areas are still in progress
- 3-5 years' work experience preferably in a financial/insurance environment
- Proficient in Microsoft Office suite of products, with emphasis on strong Excel skills (macros, pivot tables, look-ups, and filtering), PowerBI experience an asset
- Proven analytical and problem-solving skills
- Highly organized, detail oriented, proactive, and ability to multitask
- Strong performer with track record of implementing controls and efficiencies
- Ability to develop and maintain positive and collaborative relationships within Finance and across the organization
- Strong analytical and inquiry skills to understand operational processes and constraints

BENEFITS AND PERKS

- You will enjoy a very competitive compensation model
- A comprehensive employee group benefits package (health, dental, disability, life and travel)
- Profit sharing and company pension
- Flexibility within the role, hours, and office locations
- Wellness Programs and Social Committee to provide team, family and individual collaboration and culture around strategic goals, fun, wellness, health and lifestyle
- Committed to diversity, equity and inclusion

As 'owners serving owners' we are passionate about providing attentive service and helping our clients manage the complexities of risk in rapidly changing times.

Our expert advisors deliver trusted insurance and risk management advice anchored in a deep understanding of our client's business.

Our professional team is committed to making a difference in the communities they serve.

APPLY NOW

PIB is an innovative leader in the insurance industry. Our head office is in Elmira, ON, with subsidiary offices in London and Chatham, ON, Bedford, NS, and Edmonton, AB. Learn more at: www.pib.com. We'd like to hear from you: [APPLY HERE!](#)

Navacord - Building the Great Canadian Brokerage

Navacord is a leading insurance and risk management brokerage created to keep the Canadian entrepreneurial spirit alive. Led by a passionate and engaged partnership group, Navacord Broker Partners are committed to the success of their clients by delivering expert advice in an increasingly complex world which allows them to face the future with confidence.

- ✓ 2,000+ Employees
- ✓ 50,000+ Commercial Clients
- ✓ ~\$400 Million Revenue
- ✓ ~\$2.5 Billion Annual Premium
- ✓ 60% Commercial
- ✓ 25% Personal Lines
- ✓ 15% Benefits

Navacord is actively committed to support diversity, equity, and inclusion. We serve, recognize, and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.