



THE MUTUAL FIRE  
INSURANCE COMPANY  
OF BRITISH COLUMBIA

DEPARTMENT: FINANCE  
POSITION TITLE: ACCOUNTS RECEIVABLE  
REPORTS TO: CONTROLLER

## ABOUT US

The Mutual Fire Insurance Company of British Columbia is growing and is seeking a Accounts Receivable individual to join our team.

Founded in 1902, Mutual Fire Insurance was the first mutual insurance company headquartered in British Columbia. Today, the company provides solutions for farm, commercial, and home insurance needs from British Columbia to Ontario. Mutual Fire Insurance is committed to making people a priority by creating membership initiatives, investing in technology, and supporting community projects.

Mutual Fire Insurance's subsidiary, Four Points Insurance provides innovative insurance solutions for small to medium-sized businesses in suburban and rural areas. Four Points Insurance was formed in 2022 to support small businesses through the many adjustments they must face now, and in the future. Built with a passion for customer service and risk management, Four Points Insurance offers business owners a suite of commercial packages insurance options.

In late 2021, Mutual Fire Insurance created two employee driven committees, an ESG Committee and a Purpose Committee. Today these committees are creating the framework and policy for Mutual Fire Insurance to work towards sustainability within our communities, while also ensuring environmental, social, and governance mandates are accomplished.

## THE OPPORTUNITY

This role is a permanent full-time position. The successful candidate will be responsible to post journal entries, complete payment reconciliation, and follow up on outstanding balances with accuracy and detail on a daily basis..

### Responsibilities:

- Reconcile assigned broker accounts timely, accurately and maintain proper documentation for MFI and FPI.
- Maintain AR Aging balance under 90 days for assigned brokers in both companies.
- Follow up on outstanding account balances without hesitation in a courteous and professional manner and maintain a record of your oral and written communication.
- Work with the Underwriting team to resolve any discrepancies related to assigned brokers.
- Accurately record intercompany transactions made via the AR accounts.
- Maintain up to date broker information in record.
- Maintain the Standard Operating Procedure for assigned tasks up to date.
- Maintain and delegate the accounting inboxes. .
- Process and post bank deposits on a weekly basis.

- Produce and distribute monthly and quarterly broker statements.
- Performs other related duties as required by the Controller.

Here's what you bring:

- 3 years' experience with strong Accounts Receivable and Accounting knowledge and understanding
- Attention to detail
- Advanced excel skills required
- Ability to relate effectively and efficiently with vendors and brokers
- Strong verbal and written communication skills
- Ability to evaluate and improve procedures
- The desire to take ownership of responsibilities
- Demonstrate exceptional organizational skills
- Ability to effectively prioritize workflow
- Ability to assist with other Finance departmental duties as requested
- Working knowledge of computers and accounting software
- Successful completion of Accounting program

What we offer:

- Competitive salary
- Comprehensive employee benefit package
- Flexible work environment, opportunity to work remotely with limited office attendance
- Diverse mix of staff and demonstrated work/life balance
- Career growth opportunities and continuing education programs

Please send your resume in confidence to [careers@mutualfirebc.com](mailto:careers@mutualfirebc.com)

*We thank all applicants for their interest, however only candidates under consideration will be contacted.*