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## Finance Assistant Job Description

Internal Title: Finance Assistant

Location: Calgary, Alberta

Department: Finance

Reports to: Alli Lebbert, Finance Manager

### Who is MMI?

- MMI Insurance is an ambitious, growing company looking for people with the desire, ability, and experience to provide excellent customer service and product knowledge to our clients.
- We want people to excel as part of a team with a diversity of skills, talents and backgrounds.
- For over 60 years, MMI Insurance has provided home, auto, farm, church and commercial insurance in the province of Alberta. To learn more about our company and history, please visit: <https://mmiab.ca/about-mmi/>.

### What Does MMI Offer?

- Competitive salary
- Work life balance, with a 35-hour work week
- Opportunity for a hybrid work style
- An annual Bonus program
- A group benefits package fully paid for by MMI Insurance
- A group RSP with company providing matching contributions
- Training and career development opportunities
- Competitive Vacation and Holiday benefits
- Paid Sick time and Personal Days benefits
- Recognition program for employees

### Job Summary

- This is a full-time position located in our office in Calgary, Alberta.
- The Finance Assistant is responsible for providing accounting assistance to the Finance Department
- Requires efficient and accurate processing of assigned tasks
- Other projects could include other administrative tasks to aid in the efficient operation of the Finance Department by assisting the Finance Manager or CFO.

## Job Responsibilities

- Post customer payments in the accounting system by accurately recording cash, cheques and credit card transactions as needed. Analyze and resolve any discrepancies
- Make trips to bank to deposit funds collected.
- Collect accounts by sending invoice reminders, communicating with customers, and sending notices to customers
- Answer phone calls and take credit card payments from clients
- Assist with accounts payable tasks as required
- Assist with other departments' processes as required.
- Other duties and projects as assigned.

## Knowledge, Skills, and Experience

- Excellent attention to detail and accuracy
- Strong interpersonal and communication skills
- Demonstrate planning and organizing skills with the ability to prioritize daily tasks
- Analytical and problem-solving skills, with the ability to select, justify, and implement best solutions
- Intermediate to advanced Microsoft Office skill level required
- Works well with a team, has an ability to assist and support others in achieving work related goals
- Able to maintain the confidentiality of business and employee information. Respects and adheres to the privacy rules
- Flexibility as to types of work assigned and prioritization.
- Proficiency in company computer systems

## Working Conditions or Special Circumstances

- The work schedule is Monday-Friday, 7 hours per day, with a one-hour unpaid lunch.
- Work interruption can be frequent in meeting the needs of clients and fellow team members.
- Physical requirements:
  - Computer use for up to 7 hours per day
  - Sitting for up to 7 hours per day

## To apply for this role

Please reply, including a cover letter and resume, to: [2412@mmiab.ca](mailto:2412@mmiab.ca)