



## Finance Assistant

**Location:** Fredericton, New Brunswick

**Department:** Finance Department

**Reporting Line:** Leader – Finance & Corporate Services

### Job Summary

The Finance Assistant plays an important role in supporting the organization's accounting and finance functions. This position is responsible for a range of accounting duties, with a primary focus on accounts payable, as well as support for accounts receivable, general ledger activities, reconciliations, and overall finance administration. The role supports the accuracy and efficiency of financial operations across the business. The ideal candidate is detail-oriented, well-organized, and able to manage multiple priorities both independently and collaboratively, while maintaining a high standard of accuracy and professionalism. A well-rounded understanding of accounts payable, accounts receivable, general ledger, and reconciliations is required to effectively support day-to-day financial operations.

### Key Responsibilities

- Support day-to-day finance operations, primarily accounts payable, while providing backup support for accounts receivable functions.
- Process supplier invoices, expense claims, and payments accurately through banking portals in accordance with internal controls and policies.
- Process and prepare monthly agent packages, ensuring accurate distribution and handling related inquiries.
- Assist with updating the records for policy cancellations, payment plan changes, and payment journal entry postings, ensuring appropriate supporting documentation.
- Maintain accurate financial records and respond to internal and external inquiries related to accounts payables and regular reconciliations.
- Assist with daily system updates related to cheque payments and receivable activities and generate related reports as required.
- Assist with bank reconciliations and the preparation of supporting schedules, ensuring adherence to deadlines.
- Maintain supporting schedules and records, ensure proper filing and retention of financial documents, preparation and posting of journal entries as required.
- Perform additional ad hoc assignments assigned by leadership during closing periods, ensuring compliance with internal policies, accounting standards, and regulatory requirements.

### Qualifications & Skills:

- University degree in Accounting, Finance, or a related field preferred; a minimum 2-year diploma in a related discipline with relevant experience will also be considered.
- Strong understanding of accounting principles, including journal entries, general ledger systems, and accounting standards.
- 3–4 years of accounting experience is required, preferably in insurance, banking, or financial services; however, experience in these industries is not mandatory.
- Hands-on experience in accounts payable, accounts receivable, reconciliations, and journal entries.
- Strong proficiency in Microsoft Office Suite, particularly Excel, Outlook, and Microsoft Teams.
- Ability to work with financial data from multiple sources and collaborate effectively with both finance and non-finance teams.

#### **Key Competencies:**

- High attention to detail with strong accuracy in financial processing and record-keeping.
- Strong organizational and time management skills with the ability to meet deadlines in a fast-paced environment.
- Ability to manage multiple priorities and adapt to changing workloads.
- Strong analytical and problem-solving skills with the ability to resolve discrepancies effectively.
- Excellent verbal and written communication skills with a professional approach to internal and external interactions.
- Ability to work independently as well as collaboratively within a team environment.
- Strong sense of accountability, professionalism, and continuous improvement mindset.
- Ability to handle confidential information with discretion and integrity.

#### **Working Conditions**

- Office-based role with regular interaction across multiple departments and external business partners.
- UGIC offers paid time off, health and dental benefits, extended health care coverage, life insurance, and an RRSP matching program.
- UGIC supports employee development through access to the Canadian Insurance Institute and other relevant professional learning opportunities.
- All UGIC employees have access to LinkedIn Learning, offering a wide range of courses to support continuous skill development.
- UGIC provides mentorship and career development support, leveraging internal expertise and professional experience.

If you are interested in this position, please send your resume to [pradeep.chandrasekara@ugic.nb.ca](mailto:pradeep.chandrasekara@ugic.nb.ca)

We appreciate all applications, only those selected for an interview will be contacted.