

# Career Opportunity



## WHO WE ARE

AccertaClaim Servcorp Inc. (Accerta) is a B Corp certified social enterprise enabling healthcare equality for all.

As a social enterprise, we manage dental, vision, drug, and healthcare benefits programs exclusively for government and social services agencies in Canada. Our targeted experience and innovative technology provide cost savings, reliable service, process continuity, and accurate, insightful data that enables governments to make informed strategic decisions, reducing stress on the healthcare system through streamlined administration.

## ABOUT THIS OPPORTUNITY

Accerta Services Inc. (ASI), a subsidiary of AccertaClaim Servcorp Inc., is seeking a full-time Senior Accountant. The successful candidate will be responsible for ensuring the accuracy of financial documents; preparing and maintaining important financial reports; ensuring expenses are paid properly and on time; evaluating financial operations; identifying issues; recommending better practices; strategizing on solutions; ensuring financial records are compliant with laws and regulations; and conducting requested financial analysis. This job reports to the Director of Finance, supervises one team member, and coordinates with Accountants from Parent Company.

## ACCOUNTABILITIES

- Assisting the Director of Finance with month-end and year-end financial reporting
- Preparing financial statements, producing accounting reports, reconciliations and checking them for accuracy
- Managing the day-to-day full cycle accounting functions
- Maintaining the general ledger and inputting daily financial transactions
- Reviewing the AP and ensuring accuracy and timely payments
- Complete intercompany transactions and process reconciliations for multiple entities as required
- Provide support with the audit process by providing necessary documentation, and schedules and addressing questions/inquiries from the external auditors
- Provide mentorship and guidance to the junior staff on a day-to-day basis
- Ensure compliance with the departmental policies, discuss areas of improvement, provide innovative solutions and continuously assist with the new system and process integrations
- Ensure all government filings and remittances are completed on a timely basis

**How to Apply:** We accept applications submitted via email to [recruit@accerta.ca](mailto:recruit@accerta.ca)

**Website:** [www.accerta.ca](http://www.accerta.ca)



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accerta

- Perform additional adhoc duties as assigned by the Senior Manager Finance
- Complete Core Clinical Services funding reconciliations and monthly reporting to the Ministry
- Coordinate resolution of payment processing items with Operational and IT team

## QUALIFICATIONS

- 3+ years of financial reporting experience
- University degree in business, finance, or accounting
- Working towards or recently completed accounting designation (CPA)
- Experience with Microsoft Dynamics/ Adaptive Budget and Forecasting would be an asset
- Excellent knowledge of finance and accounting
- Good working knowledge of Microsoft Office products
- Proficient use of Excel
- Healthcare and/or government sector experience is beneficial
- Excellent attention to detail
- Good business acumen
- Strong organizational skills
- Excellent analytical skills
- Strong time management skills
- Good communication skills

## WHAT WE OFFER

- A permanent position with a competitive salary package and easily accessible downtown location.
- A competitive benefit package that includes a DB Pension Plan and Health Care Expense Account (HCEA).
- Opportunities to increase your earnings through performance-based incentive programs.
- Growth opportunities in a company that promotes from within.
- Time off to volunteer within our community
- Hybrid working environment

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## **FLEXIBLE WORK ARRANGEMENT:**

We support a hybrid approach, which will give everyone the best of both worlds – a mix of home and in-office workdays. Hybrid schedules will be determined in partnership between individuals, managers, and the team.

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## **INCLUSION AND EQUAL OPPORTUNITY EMPLOYMENT**

Accerta is an equal opportunity employer and committed to fostering diversity and inclusion in the workplace. We are committed to fair employment practices and all qualified applicants will receive consideration for employment. We offer accommodation for applicants with disabilities, as required throughout the recruitment process. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To request accommodation, please contact [accessibility@accerta.ca](mailto:accessibility@accerta.ca).

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Final candidates for this position may be required to undergo a security screening, including criminal records check, judicial matters check, vulnerable sector screening and employment reference check.

**To learn more about us please go to: [www.accerta.ca](http://www.accerta.ca)**

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