



GENERAL INSURANCE COMPANY

## **JOB OPPORTUNITY**

---

**Applications are invited for the following position:**

**POSITION TITLE: SENIOR ACCOUNTS RECEIVABLE ANALYST**  
**DEPARTMENT: FINANCE**

### **Reporting to the Business Supervisor, Accounts Receivable:**

Echelon General Insurance Company has an immediate opening for an experienced Senior Accounts Receivable Analyst to join our accounting team. To take on this challenge you must have a minimum of three to five years of experience in a fast paced, high pressure accounts receivable environment with fluctuating work volumes. A strong customer service orientation, effective problem solving skills and excellent communication skills are required.

The Senior Accounts Receivable Analyst must be able to demonstrate his/her ability to work effectively in a team environment and have the accounting knowledge including sound understanding of underwriting guidelines needed to carry out the associated tasks including the processing and recording of accounts receivable in a timely manner.

### **QUALIFICATIONS:**

- A minimum of 3 - 5 years accounting experience in a fast paced, high pressure Accounts Receivable environment with fluctuating work volumes
- Ability to take initiative, strong customer service orientation and problem solving / analytical reasoning skills
- Excellent organizational skills; ability to prioritize, handle competing multi-tasks and thrive on meeting urgent deadlines
- Highly developed sense of personal and team accountability, with demonstrated ability to take ownership for responsibilities
- Ability to communicate effectively in writing with various departments at different levels within and outside the organization
- Customer call center/high volume inbound call with exceptional oral communication skills coupled with professional phone etiquette experience required
- Enthusiastic with a strong aptitude and a positive "can do" attitude with demonstrated ability to work independently and in a team environment
- Ability to work overtime as needed
- Strong knowledge of the following computer applications: Microsoft Windows, MS Outlook, MS Word, and MS Excel

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Input daily down payments, renewal, endorsement, reinstatement cash receipts including cheques, credit cards & electronic funds transfer payments
- Analyze, verify, and post accounts receivable related transactions ; reconcile AR accounts, investigate and resolve issues on a timely basis
- Manage and control all applications received by Data Entry to ensure accuracy and completeness
- Process daily bank changes to withdrawal amounts, dates and stop payments
- Investigate and review all bank changes on the Input Verification and Edit Report to ensure manual withdrawals are set up and/or policy are cancelled for non-payment in a timely manner
- Process and review all NSF activity on a daily basis to ensure policies are cancelled accordingly to avoid any undue exposure to the organization

- Responsible for monitoring the daily Abeyance & Unallocated Payment Exception Reports to ensure RTM data integrity
- Perform a weekly review and analysis of the Electronic Funds Transfer Tape Pull Report & PAC to ensure accuracy and/or reconciliation items a completed in a timely manner
- Balance and close RBC Express & Moneris nightly basis
- Participate in the RTM testing, sign off on changes based on accuracy, and provide test scenario results
- Provide support, training to Jr. staff as it relates to processing difficult cash management issues
- Perform other related work as required

**EDUCATION:**

A diploma in an Accounting program, or an equivalent combination of academic and practical experience.

---

If you would like to apply for this position, please contact our Human Resources Department at:

**Email address:** [careers@egi.ca](mailto:careers@egi.ca)

We thank all applicants for applying. We will contact the qualified candidates for an interview.

**Echelon Human Resources Department**