

## Jr. Accounting Clerk

### **Agency Services Department:**

This vital department ensures all current and future advisors associated with our company have the licensing & insurance necessary to carry on business in a professional manner. When all contracts are in place with the various insurance companies and other associated firms, the timely and correct payment of commissions must be completed within a established timelines. Additional areas of responsibilities include accurately reconciling accounts payable and receivable in a timely manner to ensure the "Company" has the reporting mechanisms in place to make re-investment decisions based on updated and correct data.

### **About the Position:**

The Jr. Accounting Clerk reports to the Senior Accounting Clerk performing general accounting and office functions including commission posting, reconciliations, and maintaining certain aspects of the accounting cycle and helping with advisor contracting.

### **Essential Accountabilities:**

- Maintaining established accounting systems;
- Meeting or exceeding timelines with accuracy following established guidelines for business transactions, functions and customer service as it applies to the Accounting and Agency Services Departments;
- Maintain up-to-date records of communications using established procedures;

### **Essential Responsibilities:**

- General accounting including A/R, A/P payroll for advisors, financial reporting and related transactions;
- Respond to incoming and outgoing communications from advisors, staff and management;
- Processing commission statements, receivables and payables including; reviewing, posting, reconciling and distributing statements;
- Ensure Virtgate advisor posted commissions accounts reflect accurate posted commissions paid by carrier and MGA;
- Scanning and posting documents;
- General office duties such as banking, etc;
- Responsible for maintaining accounts payable and receivable filing;
- Work in a team environment; also work on special projects as required while implementing and upholding established company policies, procedures and privacy;
- Cross train in other positions within the company;
- Other duties as assigned;

### **Required Skills / Competencies / Attributes:**

- Ability to perform account reconciliation to determine inaccuracies, make correcting accounting entries and communicate appropriately to parties involved;
- Accurate data entry skills required;
- Excellent communication and listening skills;
- Ability to remain calm under pressure and work well to meet deadlines;
- Excellent team-player;
- Self-disciplined, self-starter, self-correcting, strong sense of urgency, and strong focus on customer;
- Integrity and ethics will be part of this person's core beliefs; their actions will speak for themselves;

- Ability to prioritize assigned tasks, multi-task, problem solve and effectively implement solutions;

**Specific Qualifications required for this position:**

- Have at least 2 years relevant experience, be comfortable with Simply Accounting and Microsoft Office;
- Highly organized with high level of accuracy, thoroughness, and attention to detail.
- Knowledge of financial services and insurance industry compensation methods for all products would be an asset;
- Experience in accounting or bookkeeping in and office environment would be an asset.

**Education:**

- Accounting Certificate or Diploma would be considered an asset.

**Required Accreditation(s):**

- n/a.

**Special Conditions:**

- n/a

**Diversity:**

Diversity in the workplace, one of our shared values, lies at the heart of our rewarding, open, supportive and inclusive work environment. We respect and respond to the many competing and evolving priorities in our lives so you can focus on what you can do best – put clients first.

**About the Company:**

Global Pacific Financial Services Ltd. is British Columbia's pioneer Managing General Agency offering sales, marketing and administrative support to our network of Independent Insurance and Financial Advisors. The organization focuses on providing a high standard of service with value added services and support for our associates.

Global Pacific is a leader in its field. We process a large volume of insurance and investment applications as well as providing customer service to policyholders and advisors. For more information, go to [www.globalpacific.com](http://www.globalpacific.com)