

# Accounting Assistant

LloydSadd  
INSURANCE BROKERS



## EDMONTON | Reporting to: Senior Accountant

### POSITION OVERVIEW

The Accounting Assistant is responsible for assisting the Finance Team with various duties and responsibilities across all areas of the department. This position will be responsible for performing general accounting duties and reports directly to the Director of Finance. This is an excellent role for a self-starter who has strong organizational skills and works in a logical and methodical manner!

### WHAT YOU'LL DO

- Bank deposits including looking up client for appropriate coding, ensuring there is a balance to be paid, or getting clarification and monthly bank reconciliations
- Accounts payable and receivable
- Recording revenue through review of insurance company statements
- Maintaining legal and regulatory requirements
- Managing insurance contracts with various insurers
- Obtaining new insurance contracts for advisors as required
- Assisting in the formulation of correspondence to vendors and clients
- Preparing reports and internal communications
- Data entry of journal entries, credit card expenses / statements, expense reports
- Distribution of insurance company discrepancies to the applicable service team
- Other duties and projects as required.

### WHAT WE REQUIRE

- Diploma or Certificate in Accounting
- Bookkeeping, Accounts Receivables & Account Payables experience considered an asset
- Minimum 2 years' of accounting experience preferred
- Knowledge of accepted accounting principles
- High attention to detail and organizational skills
- The ability to keep sensitive information confidential
- Must be approachable and helpful

Qualified candidates are invited to email their resume and cover letter to: [hr@lloydsadd.com](mailto:hr@lloydsadd.com).



Lloyd Sadd is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.