

With over 145 years of experience, **Heartland Farm Mutual** strives to be the Best Farm Mutual. We are courageous. Our team is talented and dedicated, challenging the norm and striving to be better every day. People come first at Heartland. As a result, our focus is on relationships. It's all about delivering a genuine customer experience. We have a team of solution-oriented problem solvers providing expertise on our home, farm, commercial and auto products. We are currently recruiting for the role of:

Accounts Payable Representative – Waterloo

What you will do...

- Review appropriate supporting documentation and verify vendor information and payment terms
- Process invoices with appropriate expense coding and approval to ensure compliance with all accounting policies and procedures
- Process all other payments including but not limited to EFTs, employee expense reports, claims payments, billing refunds, etc., ensuring timely payment and up to date accounts
- Respond to all vendor and team member payment inquiries; work with teams to research, reconcile, and resolve discrepancies
- Deposit, record, and maintain any incoming cheques to ensure correct journalizing
- Maintain detailed account reconciliations including but not limited to accounts payable, prepaid expenses, fixed assets, etc.
- Support in periodic external audit requirements
- Assists with other Finance and Accounting tasks as required

What you will bring...

- Previous accounting/finance experience or education
- Excellent communication, organizational and time management skills
- Working knowledge of Microsoft Office, with proficiency in Excel
- Experience with Microsoft GP (accounting system) an asset
- Experience with expense management software an asset
- Ability to work effectively independently and with others
- Maintain professional standards in stressful situations within a fast paced environment and shifting priorities

What we offer...

- A company that truly values integrity, respect, professionalism, transparency, forward thinking, community and environment
- Ongoing skills development with subsidies for tuition and professional accreditation
- A defined Incentive Plan where commitment to excellence is financially rewarded

If you have the qualifications we are seeking and would thrive in a work environment where you are valued and respected, please apply on the company website:

<https://can60.dayforcehcm.com/CandidatePortal/en-US/heartland/Posting/View/489>

Accommodations are available on request for candidates taking part in all aspects of the selection process. (Only qualified candidates please. No phone calls. No agencies.) **A Place Where YOU Can Make a Difference! Proudly Canadian. Mutually Owned.**