



**Ag Risk
Managers**

EMPLOYMENT OPPORTUNITY

BILINGUAL EXECUTIVE/ACCOUNTING ASSISTANT

PART-TIME

Ag Risk Managers (ARM) is a risk management consultant providing innovative, non-conventional agricultural industry risk management solutions.

ARM is looking for a fluently bilingual Accounting and Administrative Assistant with a minimum of 3 years experience, who enjoys working independently on different tasks and who likes to control and manage their daily workload.

This part-time position is an excellent opportunity for someone looking to balance a healthy work-life balance.

EXECUTIVE

1. Perform general office duties;
2. Prepare and edit correspondence, documents, and presentations;
3. Prepare and circulate Board and/or Committee meeting booklets;
4. Coordinate offsite meeting planning;
5. Record and transcribe Board and/or Committee meeting minutes;
6. Maintain and monitor action lists;
7. Develop and document internal processes;
8. Follow up on uncollected past due accounts;
9. Publish newsletters;
10. Website administrator;
11. Maintain existing collaborative working relationships with clients and stakeholders (i.e. insureds, auditor, actuary, claims adjuster, legal, brokers, regulators, etc...);
12. Research, problem solve, and provide sound recommendations;

ACCOUNTING

13. Keep financial records, establish, maintain, and balance accounts;
14. Post journal entries and reconcile accounts, prepare trial balance, maintain general ledger;
15. Calculate and prepare premium invoices;
16. Prepare financial statements and regulatory returns with the Financial Operations Manager; and,
17. Other duties as assigned.

CANDIDATE MUST

- Have 3-5 years of experience;
- Be fluently bilingual (writing, reading, speaking);
- Have excellent organizational skills and attention to detail;
- Have time management skills and sound judgment;
- Be willing to learn and adapt in changing environments and desire to develop skills;
- Enjoy very small office and virtual working environments;
- Have superior client service skills with a positive attitude;
- Exhibit strong work ethic and be highly autonomous;
- Advance knowledge in bookkeeping processes and practices;
- Be proficient with Microsoft 365 (strong MS Excel skills);
- Be proficient with QuickBooks Online;
- Be proficient with Moneris and,
- Have excellent business acumen.

IDEAL CANDIDATE HAS EXPERIENCES WITH/IN

- Boards/Committees/Associations;
- Agriculture, Insurance, and Accounting.

YOU ARE GOING TO THRIVE IF YOU

- are passionate delivering excellent client service;
- are confident in your own decision-making abilities;
- are confident asking questions if unclear;
- are confident in your analytical skills;
- enjoy being an independent solutions-oriented thinker;
- consider yourself a self-starter, eager to learn, with a can-do attitude;
- enjoy collaboration and knowledge-sharing; and,
- attribute part of your success thus far to critical thinking and attention to detail.

SUBMIT APPLICATION TO INFO@AGRISKMANAGERS.CA

We thank you for your interest; however, only candidates selected for interviews will be contacted.

