



Human Resources » Job Descriptions » Support Representative, Finance

HLS Human Resources

Position Title and Department

Support Representative, Finance

Purpose

To coordinate, process, and manage financial transactions on behalf of the Company so as to support and maintain the Company's favourable financial position and reputation. To diligently, proactively, and prudently maintain detailed financial records while meeting or exceeding the Company's service standards. To generate and compile data, results, and reports so as to provide business insights and intelligence in order to support the Company's initiatives.

Relationships

Report to: Vice President, Finance
Direct Reports: None

Responsibilities

- Scrutinize, coordinate , and process all payroll transactions on behalf of the Company
- Generate, compile and distribute data, results, and reports, as needed
- Facilitate the Company's month-end and year-end procedures
- Coordinate and administer the Company's accounts receivable policies and procedures
- Review, process, and record payments received from the Company's insurance company partners
- Scrutinize, process, coordinate , and record all payables to the Company's insurance company partners
- Escalate payables for management approval as needed
- Act as a liaison for vendors and other partners of the Company with respect to financial transactions, such as:
 - Insurance company reconciliation(s)
 - Financial institution charges and/or services
 - Bad debt collections
 - Any other financial transactions
- Process and record all trust account transactions in compliance with industry regulations and Company standards
- Scrutinize and process insurance premium billings and/or invoicing, as needed
- Maintain a high degree of privacy and confidentiality
- Prepare for, attend, and participate in meetings, as needed
- Provide back-up for team members as needed
- Provide administrative support for the Company as needed
- Give due consideration to participating in the Company's internal committees
- Actively and continuously research and pursue educational and professional development opportunities
- Seek opportunities to support co-workers in their own pursuit of educational and professional development
- Execute the responsibilities of the position in a courteous and professional manner, consistent with the Company's values, so as to enhance the Company's reputation

Skills/Competencies

- Strong communication skills across multiple media
- Strong organizational skills
- Strong problem solving ability
- Ability to manage timelines
- High sense of urgency
- High attention to detail
- Ability to handle matters with a high degree of confidentiality
- Experience with Windows and Microsoft Office
- Prior accounting experience is suggested
- High school diploma or equivalent