

Accounting Clerk

Active Care Management (ACM)



ACM works with some of Canadian's largest insurers and prestigious brands and we are looking to complement our dedicated, goal-oriented team. We are seeking driven, career-minded individuals to fill several positions within our growing company. We offer a competitive salary and potential for growth. At ACM, *"It's About People"* and we invest in you by providing full training and opportunities for advancement.

Email us your cover letter and resume in either Microsoft Word or PDF format to hr@active-care.ca. Please quote the job title in the subject line.

The Role

The accounting clerk reports directly to the Financial Controller and is responsible for daily transactional accounting for the travel insurance division.

What you'll do:

- Reconciling bank accounts including the preparation of bank reconciliations
- Processing of daily claims cheques, matching to EOB's and preparing to mail; expediting payments where necessary
- Uploading claims cheque data to operating system (HSP)
- Responding to inquiries regarding cheque re-issuance and stop payments
- Assistance with preparation of monthly claims paid file
- Compilation and preparation of monthly sales reports
- Assistance with various account reconciliations
- Ad-hoc reporting as requested
- Special accounting projects as assigned

Your skills and training:

- College or University background in accounting or relevant work experience
- One to two years' experience in an accounting environment preferred
- Team player
- Intermediate knowledge of Microsoft Excel and Word
- Excellent interpersonal skills
- Strong communication skills both written and verbal
- Ability to work cross functionally with other departments



Note: Only applicants selected for an interview will be contacted.

If you require assistance or accommodation during our recruitment process, please notify Human Resources so that we can review and consider how we may be able to assist you based on your individual needs.



CSG is a leading strategic oversight company responsible for an exciting and divergent group of companies. We are involved in a variety of industries including property casualty insurance, global medical assistance, claims and adjudication, software application development and service, as well as sports and real estate development.

