

# **HYNDMAN INSURANCE GROUP LTD.**

## **Job Posting**

### **About Hyndman Insurance Group**

Hyndman Insurance Group and its subsidiary companies has been selling insurance products since 1872. Locally owned and operated we pride ourselves on being one of a few truly independent insurance brokers in the Maritime Provinces. The commitment of our employees is what makes us different as their commitment and dedication to the firm and our customers have helped us survive for over 149 years. We have 13 locations in New Brunswick and Prince Edward Island and have over 85 valued employees.

We are growing therefore we are actively recruiting an accounting technician. If you enjoy learning, developing professionally and working in a collaborative team environment then come grow with us.

Position:	Accounting Technician
Location:	Charlottetown, PE
Compensation:	Entry level - \$35,000 per annum
Category:	Permanent, Full time, <i>following six months' probation</i>
Start Date:	To be determined.

**Duties:** The successful applicant will be required to assist with the day-to-day accounting and financial workload. This includes but not limited to accounts receivable, accounts payable, banking, data entry on system software, account inquiries, account and bank reconciliations, processing payroll, etc....

### **Qualifications:**

- Completion of or working on Accounting Courses
- Able to work in a team environment and independently
- Strong technical knowledge, superior verbal and written communication skills
- Ability to multi-task
- Strong computer skills / working knowledge of Microsoft Office & Excel

### **Compensation:**

- We offer a competitive entry level salary
- Generous Pension Plan
- Medical benefits
- Continuing Education
- Generous Vacation Package & sick days
- Bulk Buying Discounts
- 35-hour work week

Please apply in writing to Kathy Stewart at [kathy.stewart@anchorgroup.com](mailto:kathy.stewart@anchorgroup.com). We appreciate any expression of interest but only those applicants who meet the above criteria will be contacted.