



Employment Opportunity- Bookkeeper

If you are looking to join a dynamic and diversified team in a fast paced environment that values and respects both its customers and employees then Tribal Wi-Chi-Way-Win Capital Corporation (TWCC) will be an excellent fit for you. Reporting to the Senior Director, Finance, the Bookkeeper supports the financial management and reporting functions of the organization while contributing to the overall accuracy, efficiency, and effectiveness of the Finance Department.

This role is responsible for maintaining accurate accounting records, supporting financial reporting for internal and external stakeholders, and ensuring compliance with applicable regulatory and industry requirements, particularly within an insurance brokerage environment.

Qualifications and Experience

- Post Secondary Education in Accounting, Finance, or equivalent combination of education and experience
- Knowledge of generally accepted accounting principles (GAAP) and Financial Reporting
- 3-5+ years' experience and understanding of full accounting cycle including AP, AR, Bank Reconciliations, Tax Remittances
- Proficiency in Sage ACCPAC, IFRS, or specialized insurance software is preferred.
- Strong working knowledge of Microsoft Office, including Excel and Word
- Previous experience handling confidential and sensitive information

Summary of Accountabilities

- Reconcile insurance premium trust accounts.
- Process accounts payable and receivable for premium payments.
- Validate insurance claims and managing disbursements.
- Support month-end closing processes.
- Assist with the Maintenance of books of account (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash)
- General ledger analysis and reconciliation
- Complete monthly sub-ledger to ledger reconciliation for all accounts
- Perform monthly bank reconciliations
- Assist with issuing of checks / payment of invoices
- Use of client administration software
- Ensure accuracy between client administration software and accounting records
- Oversee accounts receivable
- Recording Payroll Entries and remittance of Payroll liabilities
- Maintain year-end working papers and spreadsheets, prepares financial reports for Audit review purposes.
- Assist with preparation for any audits or Compliance reviews with support from the Director of Finance

- Maintain up-to-date, complete and systematic filing system to support bookkeeping and financial records
- Assist with developing statistical and accounting information reporting
- Assist with the preparation of the budget and financial forecasts, institute and maintain other planning and control procedures as required
- Responsible for tax planning and compliance with Federal, Provincial and local corporate, payroll, and other applicable taxes
- Complies with job rotation required to attain flexibility
- Other duties as required.

Additional Preferred Skills

- Familiarity with insurance management systems like Power Broker or Sage Intacct.
- Experience in processing and validating insurance claims against financial records.
- Understanding of industry-specific financial obligations, such as those regulated by RIBO in Ontario.
- Ability to reconcile complex insurance premium ledgers and dental/LTD reserve accounts
- Experience in insurance brokerage, Property & Casualty, or premium trust reconciliation is highly valued.
- Understanding of Registered Insurance Brokers regulations, or insurance company portal management.

Please submit a resume and cover letter outlining your salary expectations, including three references via <https://careers.twcc.ca/> Closing date for applications is ~~April 27~~, 2026. We thank all those who apply. Only those applicants selected for an interview will be contacted.

June 30, 2026