



## Vacancy

### Accounting Clerk

RF&G Life Insurance Company Ltd is inviting applications from suitably qualified internal candidates for the position of Accounting Clerk within the Accounts Department. The Accounting Clerk will be responsible for a variety of accounting tasks and administrative duties to ensure accurate and efficient processing of financial transactions. This role supports the accounts team by maintaining financial records, preparing reports, and assisting with the daily operations of the accounting department.

#### Key Responsibilities

- Prepare journal entries, reconciliations, and supporting financial reports.
- Maintain accurate accounting records and process financial transactions.
- Process accounts payable transactions.
- Assist with audits, and compliance requirements, and financial reporting.
- Support the accounting team with administrative and operational duties.
- Investigate and resolve accounting discrepancies as required.

#### Qualifications & Experience

- Associate's or Bachelor's Degree in Accounting, Finance, or related field preferred.
- Minimum of 1–2 years' accounting or finance experience; insurance or financial services experience is an asset.
- Working knowledge of accounting principles, financial reporting, and reconciliations.

#### Knowledge & Skills

- Proficiency in Microsoft Excel and Microsoft Office applications.
- Strong attention to details, accuracy and analytical/problem-solving skills.
- Excellent organizational, time management, and communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to work independently, meet deadlines, and collaborate effectively within a team.
- Familiarity with accounting software and the ability to quickly learn new systems.

All applications should be sent by email to [vacancy@roesons.com](mailto:vacancy@roesons.com) no later than **June 19th, 2026**. Place in the subject "Accounting Clerk"