

Position:

Bookkeeper / Marketing Assistant

- **Full Time, Salaried Position**
- **Reporting directly to President and Executive Vice President**
- **Experience / Education: 2 years experience in an office environment, using QuickBooks; additionally some experience working on Marketing initiatives**
or
College certification courses in Bookkeeping and Marketing

Benefits:

Travel Healthcare Insurance Solutions Inc. recognizes people as our most valuable asset. Our competitive salary and benefits package includes dental insurance, medical insurance, prescription drug coverage, life insurance, a vision-care plan, paid sick time, free parking, beverages, and paid vacations.

About Travel Healthcare Insurance Solutions Inc.:

Travel Healthcare Insurance Solutions Inc. operates as **Guard.me** offering our own line of specialty insurance products including StudentGuard Health Insurance and GlobalGuard International. We are the premier providers of quality healthcare insurance to the International Education Market.

StudentGuard is our flagship line of comprehensive health insurance products for international students who are studying in Canada and GlobalGuard is our line of products for international students who are studying outside of Canada, as well as teachers and participants in exchange and co-op programs.

Since 1994, we have continually worked to exceed the expectations of our clients by offering superior service, comprehensive policy benefits and fast efficient claims processing that continue to surpass industry standards.

We're looking for individuals who like working with people and are interested in long-range career growth and have the strategic ability to plan for their professional futures.

The work environment is fast-paced and high-energy. You'll get a chance to communicate with others, as everyone's input is valued. The culture is truly collaborative. You'll be working with an established award-winning team with an impressive track record.

Responsibilities:

Bookkeeping:

- Work within our existing system to account for financial transactions by following established bookkeeping policies and procedures.
- Maintain subsidiary accounts by verifying, allocating, and posting transactions.

- Balance subsidiary accounts by reconciling entries.
- Maintain general ledger by transferring subsidiary account summaries.
- Balance general ledger by preparing a trial balance; reconciling entries.
- Maintain historical records by filing documents.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- Comply with federal, provincial and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contribute to team effort by accomplishing related results as needed.

Skills / Qualifications

Must have full knowledge of QuickBooks, Microsoft Excel, Payroll, Accounts Payable. Also, knowledge of Accounts Receivable.

Marketing:

- Develop system to account for and manage Marketing requirements.
- Establish marketing policies and procedures.
- Manage marketing inventory and budgets.
- Maintain historical records by filing documents.

Skills / Qualifications

- Must be able to organize and manage files and inventory
- Must have full working knowledge of Microsoft Office programs including Word and Excel, also Adobe Reader
- Ability to learn and work in new computer program
- Excellent communication skills for communicating with suppliers
- Illustrator or similar graphic arts program knowledge an asset
- *Applicants with a second language will be given preference*

Contact Method:

Please send your resume to: (905) 731-6676
Or to accounting@studentguard.com