

stewart title®

Stewart Title Guaranty Company is a leader in the Canadian title insurance industry and is headquartered in Toronto with offices located from coast-to-coast. Best known for its innovative technology systems that enhance the real estate closing process, Stewart Title helps lawyers increase efficiency and decrease costs by offering value-added title insurance products for residential and commercial properties.

At Stewart Title, our motto is *magnificent service by inspired professionals*. We offer a challenging and team-oriented environment, as well as a competitive salary and complete benefit package.

We are currently recruiting for a **Accounts Payable Associate**. These positions play an integral role in our company's dedication to Customer Service Excellence.

Responsibilities:

- Process Claims Requisitions
- Process Bank expense reports and obtain proper approvals,
- Process refund requisitions, payments and review approvals
- Process EC fee re-imbusement at month end
- Obtain approvals for all invoices
- Ensure encoding to proper expense
- Reconcile entries and compare system reports to balances on the Lawson system
- Deal with internal and external Accounts Payable inquiries.
- Maintain the Land Title and Survey Authority Deposit Account
- Set up clients on Automated Payment processing system
- Other duties as required or assigned

Skills & Requirements:

- Accounts payable/receivable/financial accounting experience, preferably gained at a financial services company
- Detail oriented
- Basis knowledge of accounting policies and procedures
- Excellent organizational skills and ability to prioritize
- Excellent written and verbal communication skills
- Excellent time management skills
- Experience using Microsoft Office

Accommodation:

To pursue this opportunity please forward your cover letter and resume to the HR Department via email (INTLresumes@stewart.com) or alternatively via fax (416) 981-7214. Please make sure you include the position you are applying for and salary expectations in the cover letter.

Stewart Title is committed to accommodating persons with disabilities. If you require accommodation during any aspect of the application process, please let us know. We can be reached by:

- Email (INTLresumes@stewart.com)
- Telephone: (416) 307-3300 (please ask to speak to a Human Resources representative)
- Mail: 200 Bay Street, Suite #2600, Toronto, ON M5J 2J2
- Fax: (416) 981-7214

Privacy:

Your privacy is important to us. We consider and define Personal Information as any data relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a photo, an email address, bank details or posts on social media. We only collect, store, use and disclose Personal Information from prospective and current employees for

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legitimate employment, legal, and business purposes. You can learn more about how we handle and process your personal information in relation to our recruitment process by making a request to our Human Resources department.

Thank you to all applicants for your interest. Please note, only those that are under consideration will be contacted.