

AIC is hiring!

Accounting Systems Analyst

The AIC (<https://www.abccouncil.ab.ca/>) is responsible for the second largest insurance jurisdiction in Canada, supporting more than 42,000 licensees and issuing over 80,000 licenses. Reporting to the Director of Finance, the Accounting Systems Analyst bridges accounting operations with finance-led technology initiatives, strengthening internal controls, modernizing workflows, and ensuring the accuracy and reliability of financial data.

The ideal candidate brings a solid accounting foundation and a passion for enhancing systems and processes from the finance side.

- You're just as comfortable digging into reconciliations as you are exploring how a system works behind the scenes.
- Numbers make sense to you, and you like figuring out the story they are telling.
- You get satisfaction from solving problems and making processes smoother.
- You don't mind switching gears, from closing the books to testing a new finance tool.
- You value accuracy but you are also curious about how things could be done better.
- You enjoy working with others and know that great finance work is a team effort.

This is an office-based position located in Edmonton.

The team

AIC's Finance team delivers accurate, timely, and insightful financial management, while continually improving systems and processes. Working closely with colleagues across the organization, the team ensures strong financial controls, clear reporting, and modernized tools that support decision-making.



The role

The Accounting Systems Analyst supports core accounting operations while driving improvements to finance systems, processes, and reporting. This role blends traditional accounting responsibilities—such as reconciliations, journal entries, and period-end close—with system optimization, data integrity, and internal controls. Working closely with IT, vendors, and cross-department teams, the Analyst develops solutions and implements system enhancements to improve accuracy, efficiency and compliance. They contribute to financial analysis, reporting, and audit readiness. Key responsibilities include:

Accounting & Internal Controls

- Prepare reconciliations, journal entries, and financial reports for month-end and year-end close.
- Ensure transactions are coded accurately, documented properly, and compliant with accounting standards.
- Maintain and enhance internal controls, documenting processes and ensuring audit readiness.

Financial Systems & Process Improvement

- Test and provide feedback on new or upgraded finance systems, ensuring solutions meet accounting requirements.
- Identify and recommend process improvements to increase accuracy, efficiency, and scalability.
- Collaborate with IT, vendors, and internal teams to align systems with financial and operational needs.

Analysis & Reporting


- Perform variance analysis and data validation for internal reporting.
- Prepare reports for leadership and auditors with clear data analysis and insights.

Team Contribution

- Support colleagues in meeting deadlines and ensuring consistency and accuracy.
- Contribute to continuous improvement initiatives and share knowledge to build team capability.

Success factors

- Accurate and timely month-end close with minimal reconciling items.
- Well-documented, audit-ready internal controls consistently applied across finance processes.

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- Smooth, well-tested implementation of finance system updates or enhancements.
 - Measurable improvements to process efficiency, data accuracy, and reporting timeliness.
 - Financial reports and analysis that enable informed decision-making at all levels.

The requirements

Qualifications & experience

- Bachelor's degree in accounting, finance, or a related field.
- Progress toward a CPA designation is an asset.
- 5+ years of progressive experience in accounting or finance roles.

Skills

- Strong understanding of accounting principles, reconciliations, and financial reporting cycles.
- Proficiency in accounting systems, Excel, and comfort with new technologies.
- Analytical mindset with attention to detail and commitment to data integrity.
- Strong written communication and stakeholder engagement skills.
- Ability to manage deadlines, adapt to change, and work collaboratively.
- Proficiency in Microsoft Office and online portals.


What we offer

We offer a collaborative and enjoyable work environment and a chance to make a difference in the lives of Albertans. Experience the exceptional benefits of working with us, including:

- Comprehensive benefits package, including health and dental.
- Generous health and wellness spending account.
- Secure your future with to 7% RRSP employer matching.
- Generous vacation time, starting at three weeks plus December closure.
- Possibility for up to two hybrid work days once probation is completed.
- Additional employee discounts and perks available.
- Eligibility based on employment status.

How to apply

If the role is a fit, please [apply here](#) to join the AIC. This competition will remain open until September 8, 2025.



AIC thanks all candidates for their interest. We value the time and efforts candidates put into their application and we commit to responding to all candidates and letting know the status of their application.

AIC is committed to promoting equity and diversity, and to creating a work environment that is respectful, inclusive, and free from barriers.