

SIF Consultants of Louisiana

POSITION DESCRIPTION

Job Title: Staff Accountant
Department: Accounting
Reports To: Accounting Supervisor
Coordinates With: All Departments, Agents, and Vendors
Position Status: Exempt
Location: Baton Rouge, LA

JOB SUMMARY:

Handles areas including financial reporting and analysis, account reconciliations, accounting policy compliance, accounts payable, claims payable and premiums receivable.

ESSENTIAL FUNCTIONS:

- Prepares and processes monthly journal entries, including but not limited to accruals, premium cycle entries and recurring entries
- Reconciles premium A/R activity daily to cash deposits and processes journal entries
- Prepares daily cash flow reconciliations
- Processes monthly bank reconciliations
- Processes monthly and quarterly agent commissions by preparing commission logs and commission statements
- Reconciles accumulated claims payments monthly
- Prepares premium tax returns for all states and municipalities
- Maintains unclaimed property, tracks stale dated checks, prepares correspondence to payees, and prepares required forms for all states
- Reviews and updates detailed schedules of fixed assets and accumulated depreciation
- Reviews and reclasses contributions for tax return
- Assists with various monthly closing processes
- Assists with NAIC quarterly and annual financial statements
- Assists with NCCI Financial Data Calls
- Assists with interim and annual external audits
- Assists and completes special projects as necessary
- Contributes to the team effort by accomplishing related results as needed

QUALIFICATIONS REQUIRED:

- Strong knowledge of general ledger processes and maintenance
- Excellent verbal and written communication skills
- Excellent computer skills using Microsoft Office, and experience using accounting software
- Must be able to handle multiple tasks, take initiative, and work independently

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in accounting preferred
- 1-4 years of experience in accounting field

This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual with this job description. The individual may be called upon and required to follow other instructions or perform other duties requested by his or her manager consistent with the purpose of the position, department, and/or company objective.