

Job Title: Staff Accountant
Department: Accounting
Reports To: Accounting Supervisor
Coordinates With: All Departments, Agents and Vendors

This is an Exempt position.

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS:

- Collects and analyzes financial data, reviewing for compliance and makes related recommendations
- Reconciles balance sheet and income statement general ledger accounts
- Prepares and processes monthly journal entries, including but not limited to accruals, premium cycle entries and recurring entries
- Processes and reconciles monthly investment activity using investment software, as well as preparing and processing the related journal entries
- Prepares investment related schedules for NAIC quarterly and annual financial statements
- Reconciles premium A/R activity daily to cash deposits and processes journal entries
- Prepares daily cash flow reconciliations
- Reconciles accumulated claims payments monthly
- Processes monthly bank reconciliations
- Reviews accounts payables for multiple companies
- Reviews monthly commission statements and journal entries
- Reviews stop pays, voids and recoveries processed by the Accounting Analyst
- Provides guidance, assistance, and backup to Accounting Analyst
- Assists in reviewing and updating monthly closing procedures
- Assists in accounting policy compliance
- 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/her manager consistent with the purpose of the position, department and/or company objective.