



SEC Reporting Manager

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you desire to be a part of Federated National, please take a moment to review the position responsibilities and requirements below for the position of **SEC Reporting Manager** and submit your resume to HR-Recruit@FedNat.com.

Knowledge:

- Ensure compliance, completeness and timely SEC filings. Prepare Management Discussion and Analysis (MDA), notes to the financial statements, supplementary schedules and all others areas of the SEC filings
- Research and evaluate impact of new agreements and transactions entered into by the business. Preparation of clear, concise and thorough memoranda documenting above accounting/reporting evaluations.
- Responsible for the application of GAAP and Statutory accounting policies across all areas of the business
- Complete the SEC / GAAP checklists for filings
- Research and evaluate impact of new accounting pronouncements and SEC guidance; incorporate/modify disclosure requirements arising from new pronouncements. Stay knowledge about technical accounting issues.
- Ensure compliance with specified control processes under SOX (ensure key controls over financial reporting are operating effectively as the process owner)
- Review of quarterly earnings press releases and provide assistance for quarterly earnings conference calls
- Liaison with other members of the accounting department on technical accounting matters
- Preparation of ad hoc analyses as needed

- Coordination of certain aspects of external audit process

Skills:

- Management of Financial Resources - Determining how money will be spent to get the work done, and accounting for these expenditures.
- Mathematics - Using mathematics to solve problems.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management - Managing one's own time and the time of others.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Education & Experience:

- Bachelor's Degree in Accounting or Finance
- Certified Public Accountant (CPA)
- Minimum of 5 years accounting experience
- Minimum of 3 years SEC & technical accounting matters

Federated National is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.