



SEC Reporting Manager

For over 20 years, FedNat, 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 FedNat 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 FedNat, 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:

- Identify and implement continuous improvement that reduce workload and/or improve quality across reporting team
- 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 Generally Accepted Accounting Principles (GAAP) and Statutory (i.e., insurance industry other comprehensive basis of accounting) accounting policies across all areas of the business; this includes researching and evaluating the impact of new accounting pronouncements and SEC guidance; incorporate/modify disclosure requirements arising from new pronouncements; stay knowledge about technical accounting issues
- Ensure compliance, completeness and timely for entire SEC filings (e.g., 10-K, 10-Q, 8-K for earnings releases, etc.)
- Review (sometimes complete) the SEC / GAAP checklists for filings
- Provide or discuss valuable, accurate, timely, reliable information in a clear, concise and actionable way that meets the need of the targeted audience
- Demonstrate ability and insight into collecting, identifying, reasoning, packaging and presenting information to position yourself as the key contact for your areas of responsibility
- Assist in quarterly / annual Statutory filings
- Review of quarterly earnings press releases and provide assistance for quarterly earnings conference calls
- Set-up, regularly refine and follow processes to achieve reasonable assurance that our accounting, reporting and analysis objectives (i.e., accurate and in compliance with rules, regulations and laws) are met at an acceptable level in an efficient, effective and timely manner; this includes ensuring key controls over financial reporting are operating effectively as the process owner
- 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:

- Excellent written communication, verbal and interpersonal skills
- Knowledge of GAAP
- Knowledge of Statutory accounting principles a plus
- Strong analytical and accounting skills
- Intermediate to advanced experience with Microsoft applications
- Intermediate to advanced knowledge of major accounting and reporting software packages
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty
- Highly detail-oriented and organized

Education & Experience:

- Bachelors in Accounting required
- Graduate degree preferred
- CPA license required
- Public accounting firm experience
- Minimum of 7 to 10 years of total accounting experience
- Minimum 3 to 5 years of SEC & technical accounting matters
- Insurance industry experience a plus

FedNat 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.