



Reporting Manager - Job Description

Title: Reporting Manager

Responsibility Level: Individual Contributor / Manager

Number of people supervising: 0 to 1 people

Location: 95% to 100% office; 0 to 5% remote work

To Apply sent email to: HR-Recruit@FedNat.com

Job Duties:

The Reporting Manager reports to the Director of Reporting and will provide leadership and the necessary accounting, analysis and reporting expertise, related to complex business transactions, continuous improvement initiatives and on-going responsibilities.

- 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 Statutory (i.e., insurance industry other comprehensive basis of accounting, referred to as “STAT”) and Generally Accepted Accounting Principles (“GAAP”) accounting policies across all areas of the business. This includes researching and evaluating the impact of new accounting pronouncements and reporting guidance; incorporate/modify disclosure requirements arising from new pronouncements. Stay knowledge about technical accounting issues.
- Ensure compliance, completeness and timeliness of STAT and SEC filings (e.g., 10-K, 10-Q, 8-K for earnings releases, etc.).
- Review (sometimes complete) the STAT, GAAP and SEC 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.

- Review of quarterly earnings press releases and help with 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

Knowledge and Skills:

- Excellent written communication, verbal and interpersonal skills
- Knowledge of STAT and GAAP
- 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

Experience and Education:

- 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 STAT, SEC and technical accounting matters in the insurance industry