**Reporting Senior Accountant - Job Description**

**Title:** Reporting Senior Accountant

**Responsibility Level:** Individual Contributor/Supervisor

**Number of people supervising:** 0 to 1 people

**Location:** 100% office

**Reporting Senior Accountant Job Duties:**

The Reporting Senior Accountant will provide the necessary accounting, analysis and reporting expertise, related to business transactions, continuous improvement initiatives and on-going responsibilities.

* Identify and implement continuous improvement that reduce workload and/or improve quality across Reporting team.
* Perform accounting and reporting functions as assigned, including complex Statutory and GAAP close areas and drafting the quarterly and annual Statutory filings and other filings. Includes preparing and/or reviewing journal entries as well as reconciliations.
* Research and evaluate impact of on-going and new agreements and transactions entered into by the business.
* 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.
* Demonstrate ability and insight into collecting, identifying, reasoning, and packaging data to produce valuable, accurate, timely, and reliable information in a clear, concise and actionable way that meets the need of the targeted audience.
* Provide some assistance for Form 10-Q/K, press release and other GAAP filings and the quarterly earnings conference calls.
* Preparation of ad hoc analyses as needed.
* Provide assistance to the external audit process and stand-alone legal entity audits.

**Knowledge and Skills:**

* Highly detail-oriented and organized
* Analytical and accounting skills
* Intermediate to advanced experience with Microsoft applications
* Ability to work independently and as part of a team and take on new tasks with high level of difficulty
* Written communication, verbal and interpersonal skills
* Knowledge of Statutory accounting principles a plus
* Knowledge of GAAP
* Intermediate knowledge of 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

**Experience and Education:**

* Bachelors in Accounting
* Accounting experience
* CPA license a plus
* Public accounting firm experience a plus
* Minimum of 5 to 7 years of total accounting and reporting experience
* Insurance industry experience a plus