



Job Description

Assistant Director of Statutory Reporting

Position Summary:

This position is responsible for assisting in managing and reviewing the preparation process of the reinsurance accounting and the statutory financial statements and ensuring the integrity of the accounting information and systems, in accordance with standards and rules under Statutory Accounting Principles.

Responsibilities:

- Review insurance and reinsurance contracts to determine accounting of the related agreement;
- Identify and oversee continuous improvement that reduces workload and/or improves quality across the Reporting team (and when appropriate the organization);
- Managerial skills including talent management, project management, problem-solving;
- Attention to detail in relation to team's work product and compliance with contractual reinsurance terms;
- Assist in the production of accurate and timely financial statements;
- Review, manage the month end closing and financial reporting process including account analysis and reconciliation;
- Review and manage significant insurance accounts, direct written premium, reinsurance, losses and operational expenses; including assisting in the financial conversion from statutory to GAAP basis;
- Responsible for managing operational data and ensuring data integrity, completeness and accuracy;
- Analysis of complex financial reports and records;
- Manage and respond effectively to inquiries from regulators;
- Prepare and assist in completing statutory filings on a quarterly and annual basis;
- Perform variance analysis and prepare account reconciliations;
- Consistently provide or discuss valuable, accurate, timely, reliable information in a clear, concise and actionable way that meets the need of the targeted audience.
- Assist with financial tax audits;
- Document and monitor internal controls in support of audit process; and
- Supervise and provide guidance to employees and prepare performance evaluation and improvement processes.

Knowledge and Skills

- Deep knowledge of P&C Statutory Accounting Principles and regulatory reporting requirements
- Knowledge of Generally Accepted Accounting Principles (GAAP), including SOX
- Proven ability to lead, manage change and drive performance
- Negotiation skill and ability to influence appropriate actions and behaviors
- Effective written communication, verbal and interpersonal skills
- Highly detailed-oriented, organized and skilled in time management skills
- Ability to effectively handle multiple projects simultaneously in a deadline driven environment
- Strong analytical and critical thinking skill
- Tenacity, courage and ethics
- Technology proficient (accounting and reporting software, including eFreedom, advanced skills with Microsoft Excel, Word, Outlook, and proven ability to learn and deploy new software)

Experience and Education:

- Bachelor's degree in Accounting, Finance or other related field
- CPA preferred but not required
- 7+ years' experience in accounting/finance with visible progression of management experience including talent management, project management, problem solving
- Property and Casualty experience, yellow book expert
- Experience with Reinsurance software platforms / excess of loss / quota-share expert a plus
- Experience with e-Freedom, Schedules F and P and related reconciliations

Physical requirements:

- **Sedentary Work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- **Visual Acuity.** Required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing computer terminal, extensive reading.
- **Reaching.** Extending hand(s) and arm(s) in any direction
- **Fingering.** Picking, pinching typing or otherwise working primarily with fingers rather than with whole hands
- **Repetitive Motion.** Substantial movements (motions) of the wrist, hands and/or fingers.
- **Talking.** Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Department: Accounting/Finance

Reports to: Director of Reporting

FLSA Status: Exempt

Position Level: Management (Personnel Reporting)