



## **Job Description**

### **Sr. Accountant**

#### **Position Summary:**

Utilizing hands-on accounting experience and an in-depth understanding of accounting principles and company practices, the senior accountant will perform complex accounting activities and financial analyses.

#### **Responsibilities:**

- Performing accounting functions as assigned including, but not limited to book, reconcile and/or report general ledger activities on a monthly basis.
- Quarterly accounting functions include, but are not limited to, calculation and analysis of deferred acquisition costs, deferred revenue, premium receivable, profit sharing expense and intercompany transactions.
- Summarizing financial status by preparing and analyzing balance sheet, profit and loss, and other related statements.
- Compiling complex financial reports and records including, but not limited to, line of business analysis, loss and loss expense analytics, board of directors' reports and supporting tables for SEC reporting, as well as other internal reports as requested
- Making recommendations based on analysis and status of reserves, assets and expenditures
- Reviewing journal entries of junior accountants to ensure accuracy
- Training and mentoring junior staff
- Performing variance analyses and preparing account reconciliations
- Assisting with financial and tax audits
- Documenting and monitoring internal controls in support of auditing team as well as working with internal and external audit teams
- Coordinating more complex accounting projects and initiatives with other members of the accounting and finance team or with other departments
- In certain situations, the senior accountant will be a liaison between junior accountants and accounting managers and directors, serving to enforce and monitor compliance with company-wide accounting policies and procedures.
- Back-up month-end duties assigned to other individuals in the department

**Knowledge and Skills:**

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Statutory accounting principles.
- Strong analytical and accounting skills.
- Intermediate to advanced experience with MS Word, MS Excel, MS Outlook
- Intermediate to advanced knowledge of major accounting software packages for both general ledger and statutory accounting.
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment.
- Excellent verbal, written communication and interpersonal skills.
- 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 and Experience:**

- Bachelors in Accounting from an accredited university.
- CPA strong preference
- Four to six years progressively responsible experience in the accounting, preferably in the property and casualty insurance industry.

**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 Accounting

**FLSA Status:** Exempt

**Position Level:** Management (Personnel Reporting)