

Senior Staff Accountant

FLSA Status: Exempt

Job Summary

The Senior Accountant position will interact with various corporate, holding company, and third party administrator accounting and finance team members. This position will be responsible for the preparation of the Statutory Annual and Quarterly Statements of one or more insurance carriers. Additionally, the Senior Accountant will be involved with performing ad-hoc analysis and assisting with special projects as well GAAP reporting and audit and examination assistance. As a Senior Staff Accountant, the expectation is that the job will be performed with a high level of independence in regard to day-to-day activities.

Essential Functions

- Responsible for preparation of STAT and GAAP monthly/quarterly/annual financial reports
- Reconciliation of assigned general ledger accounts
- Book monthly journal entries into general ledger in a timely and accurate manner
- Preparation of quarterly and annual audit workpapers
- Coordinate with department and external auditors related to audit request
- Special projects as assigned, or as needed

Job Requirements

- Bachelor's degree in accounting
- Over 5 years of progressive Insurance accounting experience
- Highly analytical and detail oriented with strong aptitude for problem solving
- Ability to adapt to change with a positive attitude in a fast paced environment
- Excellent written/oral communication skills
- Hardworking, dedicated individual with a strong desire to excel
- Proficient at prioritizing and managing multiple assignments and meeting tight deadlines

The above statements are intended to describe the general nature and level of work being performed by individuals in, or assigned to, the above position and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required, and may be changed at the discretion of the Company.