

# Senior Accountant

Full Time

Southington, CT Office

## Responsibilities:

### Monthly/Quarterly Close

- Prepare premium, claims and reinsurance calculations
- Prepare bank reconciliations and investment rollforwards
- Prepare A/R rollforwards and calculations
- Prepare reserve calculations and accrual estimates

### Financial Statements and Regulatory Filings

- Assist in preparing financial statements
- Assist in preparing annual and quarterly statements filed with the NAIC
- Assist in preparing exhibits and investment schedules filed with the NAIC
- Assist in preparing state premium tax returns

### Budgeting and Financial Analyses

- Assist in preparing annual budgets and cost analyses
- Assist in preparing investment return analyses
- Assist in preparing underwriting and reinsurance analyses
- Calculate key financial and insurance ratios

### Accounts Payable

- Review monthly operating expense billings for G/L coding
- Generate checks to pay operating expenses and claims
- Calculate reinsurance balances due and generate checks

### Customer Billing

- Generate installment bills and cancellation notices for insureds
- Review aged receivables to assist in the collection of past due balances
- Review, setup and assist insureds/agents with online bill payments
- Assist agents and insureds with questions/requests

### Other

- Work closely with the underwriting & claims departments to resolve issues
- Assist auditors with requests/questions during the audit
- Assist the CFO directly with projects as they arise

## Qualifications:

- 3+ years of professional accounting experience
- Bachelor's degree in accounting or finance
- P&C insurance industry experience
- Proficient in Microsoft Excel and Word