

JOB DESCRIPTION

Job Title: Sr. Financial Analyst
Department: Accounting & Finance
Reports To: Controller
FLSA Status: Exempt

SUMMARY

Senior Financial Analysts is responsible for performance of general ledger accounting, preparation of Statutory financial statements , monthly opening and closing of accounts and preparation of balance sheets. Demonstrates initiative in understanding process flows and controls. Senior Financial Analysts leads the following areas, general accounting, financial reporting and trend analysis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Preparation of the quarterly, annual financial statement and Risk Based Capital statement.
- Prepare various financial reports required by NAIC, State Insurance Department, and company management.
- Coordinate financial schedule preparation associated with the independent audit, reserve valuation, and investment analysis.
- Prepare and analyze general ledger account activity, including Trial Balance, Income Statement statutory adjustment.
- Reconcile and record investment activity monthly.
- Assist Controller and other department with account/transaction problem resolution.
- Review daily systems-generated reports to monitor general ledger transaction processing, including problem resolution of errors.
- Develop and create standard reports via accounting system to support financial reporting needs.
- Prepare monthly sales analysis with assistance from Sales department.
- Fixed assets depreciation schedule and maintain Prepaid expense
- Act as back-up to the Staff Accountant and Controller.
- Fairly treat all customers/members, prospective members and agents in a professional and appropriate manner; to provide accurate and adequate service for certificate owners; and, to treat all certificate owners with courtesy and friendliness
- Serve the public and 1891 Financial Life membership in various community activities and maintain a good image of the Society.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. General insurance industry knowledge or experience a plus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education and/or Experience:

Bachelor's degree (B.A or BS) and two (2) years' experience in an Accounting role.

Communication Skills:

Ability to read, analyze and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Competency with Microsoft Office Suite, Accounting Software and Annual Statement Software. Thorough understanding of project management and the importance of deadlines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
- While performing the duties of this Job, the employee is regularly required to sit and use hands to type.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is in a typical office environment.
- The noise level in the work environment is usually moderate.

Employee Signature: _____ Date: _____