

Staff Accountant

Job Posting

Position Summary:

Responsible for posting, balancing, and reconciliation of the general ledger. Preparation of financial statements and reconciliation of bank accounts.

Principal Duties & Responsibilities:

- Prepare and post journal entries for Divisions I and II and CEA.
- Prepare accurate and timely financial reports for Divisions I and II and CEA.
- Assist in preparation and maintenance of monthly, quarterly, and annual financial statements.
- Assist in automating accounting processes of Great Plains accounting software including interfacing premium and loss data, implementing the budget module, creating management reports and streamlining the month end close process.
- Ensure the timely reconciliation of bank accounts and selected general ledger accounts.
- Responsible for FSI Track unclaimed property maintenance, reporting, remittance to various states and reconciliation.
- Assist in the preparation and submission of compliance and regulatory filings such as statistical and financial data requests from Department of Insurance, data calls, and US census reports.
- Perform validity checks on accounting reports from Information Systems to ensure that they are generated accurately and on a timely basis.
- Assist in preparation of audit reconciliations and assist external auditors during audit time.

Knowledge and Skills Requirements:

- Bachelors degree in Accounting or related field
- Minimum of 2 years accounting related work experience.
- Knowledge of Microsoft Dynamics Great Plains general ledger preferred.
- Proficient Microsoft Excel and Word skills.
- Knowledge of Property and Casualty Insurance Accounting (both GAAP and SAP) desirable.
- Exposure to insurance systems or similar system desirable.
- Strong analytical, oral and written skills.
- Motivated, results-oriented and a self-starter.
- Ability to work independent and in team environment.

To apply: Please send resume and cover letter to hr@cfpnet.com